

A summary of FAQ's.....

What is Virtual Support work?

Virtual support work can be anything from reception work, PA assignments or even Office Management! Virtual working enables flexibility around your location and working hours so the role can really fit around you. Below are just a few examples of the type of virtual support work we get coming up:

- **Receptionists;** calls will be diverted by our clients to your mobile, you would then take a detailed message, name of the caller and then send these back to the client in an email promptly
- **Administration;** dictation work, typing up correspondence
- **PA support;** diary management, scheduling travel
- **Office support;** sourcing office space around London, facilitating office moves, negotiating contracts
- **Ad hoc;** given that it is virtual, the sky really is the limit!

How long will assignments last?

- Assignments will vary greatly in length. They could be a few hours (eg providing reception cover whilst a meeting takes place), to ongoing roles allowing you and the client flexibility to work around other commitments.

What are the benefits of doing virtual support work?

- You don't need to leave your home, so no commuting or time wasted on transport
- You will be making the same hourly/day rates as if you are working in an office
- No travel costs
- Flexible working hours

What tools do I need to have to do Virtual Support work?

- Working Wi-Fi
- A mobile phone/laptop/tablet (depending on the assignment)
- A quiet environment for you to focus
- Willingness to be flexible with regards to hours (these will be pre-agreed with the client)

How will I hear about assignments?

- All assignments will be released on our LinkedIn page (link below) so you must "follow" us to be kept updated
- If you are keen to take an assignment, please send your up to date CV to alice@bainandgray.com with the reference for the role, we will then contact you and run you through the details

We also have a page dedicated to temping with us and virtual support:

<https://www.linkedin.com/company/bain-and-gray-temp-community>

Connect with us: <https://www.linkedin.com/in/alice-ward-902a977a/>

<https://www.linkedin.com/in/hetty-woyka-214993100/>