

About Us

Task Bear is a staffing agency for businesses and individuals looking to employ virtual assistants to help get their work lives organized. Our virtual assistants are of the highest quality and are only onboarded after an extensive interview process and background check.

We specialize in finding assistants for medical offices and real estate agents, but will work with anyone to help find the perfect virtual assistant to meet your needs.

By outsourcing our pool of phenomenal talent from the Philippines, we provide you with a high-quality virtual assistant at a fraction of the price of an in-office assistant. Reach out today so we can start working on solving your virtual assistant needs.

Services

We offer a wide variety of services that help your business save time and money without compromising quality.

Administrative Support

Our virtual assistants can help save you and your staff the hassles of administrative burdens by handling data entry, account management, and processing invoices. This saved time will better help you focus on growing your business and meeting your mission.

Customer Support

Our virtual assistants excel at engaging with customers and can assist with answering calls and messages in the areas of customer support, customer acquisition, customer retention, and even technical support.

When working with a Task Bear virtual assistant, you can rest easy knowing that your customers are in good hands.

Executive Assistant

Never worry about missing a meeting or overlooking an email again. Our virtual assistants can manage your e-mail inbox, book and manage your appointments, and create essential documents, all while allowing you to focus on what's important.

Sales Assistant

Perfect for the busy real estate agent, our virtual assistants can take care of lead generation and qualification while you focus on closing the sale.

FAQ

Why hire a virtual assistant?

A virtual assistant can save you time and money. We take care of the hiring and screening process so that you don't have to spend time or money vetting candidates. Additionally, hiring a virtual employee allows you to reallocate funding you would have spent on physical office space towards meeting your mission and accomplishing goals.

Why Task Bear?

All of our virtual assistants have gone through a rigorous interview process and background check. That way, you can be assured that all of our virtual assistants are highly professional, experienced, and at the top of their fields.

What Can My Virtual Assistant Do?

We have virtual assistants that can fit a wide variety of roles, including sales assistants, executive assistants, customer support, and administrative support services. Check out our services page for additional information, or reach out today so we can start discussing how Task Bear can meet your business needs today.

Do I Get a Dedicated Virtual Assistant?

Yes! We work with you to find a virtual assistant with the skills that best match your needs. The virtual assistant is then assigned directly to you so that they can learn how to meet your needs and understand your best practices.

Can I Get a Different Virtual Assistant?

While all of our virtual assistants are highly qualified, if you feel that your designated virtual assistant is not working out, we will work with you to assign a new virtual assistant that better suits your needs.

How Long Do I Need to Commit to a Virtual Assistant?

The great thing about a virtual assistant is that it doesn't require a long-term commitment. Hire a Task Bear virtual assistant during busy periods, times of growth, or even year-round.

Where Will My Virtual Assistant Be Located?

A significant advantage of using a virtual assistant is that they will not be located in your office, saving you money on overhead costs. Wherever your virtual assistant is located, you can be rest assured that they will be available and dedicated to you and your business during your agreed-upon working hours.

Home Page

Grow Your Team With A Task Bear Virtual Assistant

Hire a virtual assistant today to help get your business organized and free your time to focus on what matters to you.

What Can a Task Bear Virtual Assistant Do for Your Business?

Some of the services our Virtual Assistants are trained include:

- Answering Calls and Emails
- Data Entry
- Processing Invoices
- Customer Support
- Scheduling Meetings
- Managing Calendars
- Lead Generation
- And More!

Check out our services page to see all of our offered services.

Industries We Assist With

Real Estate

Task Bear virtual assistants are perfect for the busy Real Estate agent. They can help you manage showings, help with lead generation or even vet potential leads to see their likelihood to make a purchase. With all this saved time, you can focus on closing the sale and growing your client base.

Medical Offices

Our virtual assistants are an excellent fit for medical offices. Their strong data entry skills will help you maintain accurate, well-organized charts, while their customer service and scheduling skills will ensure you never have to worry about setting up an appointment for another patient again.

Other Businesses

Task Bear virtual assistants are great in any business setting. Reach out today for a consultation so we can discuss how a virtual assistant can benefit you, your life, and your business today.

Have any questions? Be sure to check out our **FAQ page** for answers to some of the most common questions about virtual assistants and the services we offer.