



# Access to top talent on a monthly subscription

with Sigrid Remote Staffing.



# Why Sigrid?

**Get access to top talent on a monthly subscription with Sigrid Remote Staffing.**

At Sigrid, we'll fill key positions in your organization without any long-term contracts - pre-vetted, trained, and managed by us.

All you have to do is;

1. Give us the job description,
2. Let us pre-screen,
3. You do the final interview, &
4. We hire and handle.

Whether you're looking for bookkeepers, sales assistants, social media marketing specialists, project management assistants or virtual executive assistants, we will fill key positions for you—at a fraction of the cost of hiring full-time, in-house employees.

**We handle the hiring process and HR management. All with a simple monthly payment.**

- ✓ No Payroll
- ✓ No Contracts
- ✓ No Filing
- ✓ No Direct Hiring

# The easiest way to build a world-class remote team

You get the quality support you deserve, minus the challenges of traditional hiring. No more piles of resumes to go through or candidates to interview. Just world-class support from remote, world-class employees.

We use MySigrid, our proprietary Collaboration & Task Management Platform, to solve tasks efficiently and collectively - improving quality, reducing human error, and increasing speed. Sigrid is easy to set up and integrate into your existing systems and processes.



**PROJECT  
MANAGEMENT**



**CUSTOMER  
SERVICE**



**SOCIAL MEDIA  
MANAGEMENT**



**PRESENTATION  
DESIGN**



**EVENT  
MANAGEMENT**



**DATA  
ENTRY**



**RESEARCH**



**SALES  
SUPPORT**



**ONLINE PURCHASING  
ASSISTANCE**



**VIRTUAL  
RECEPTIONIST**



**BOOKKEEPING & EXPENSE  
MANAGEMENT**



**DIGITAL MARKETING**



**EXECUTIVE  
ASSISTANCE**



**PERSONAL  
ASSISTANCE**

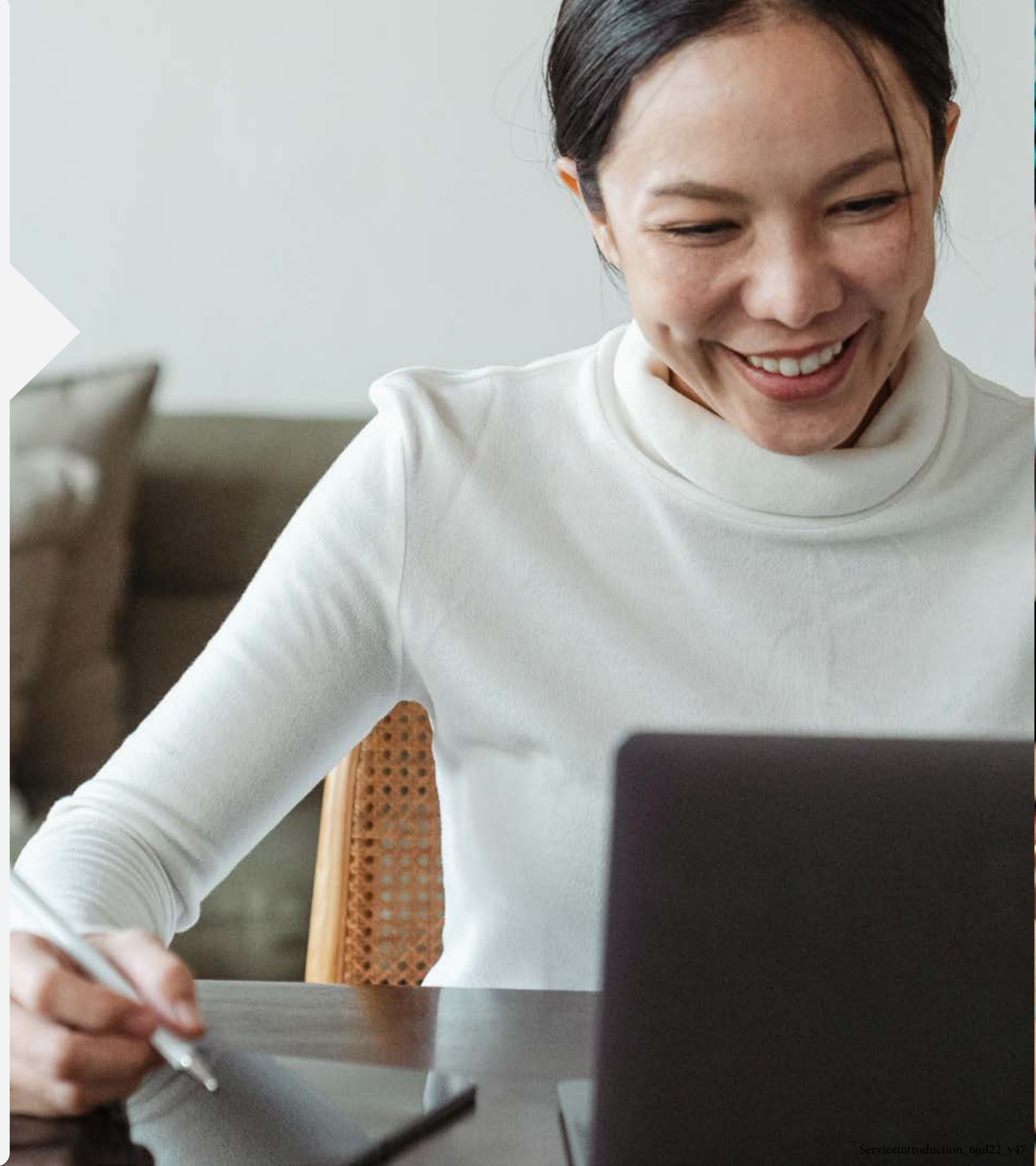


**AND MORE**



# A Customer Success Manager to cover any issues

- **Need a different staff member?** We'll match you with the right person!
- **Need more hours?** We'll top up your subscription hours.
- **Need help from other specialists?** Just let us know and we'll gladly assist you.
- **Do you have a special request?** Let's make it happen.
- **Do you need a remote staff member who also speaks your native language?** We'll accommodate your request.





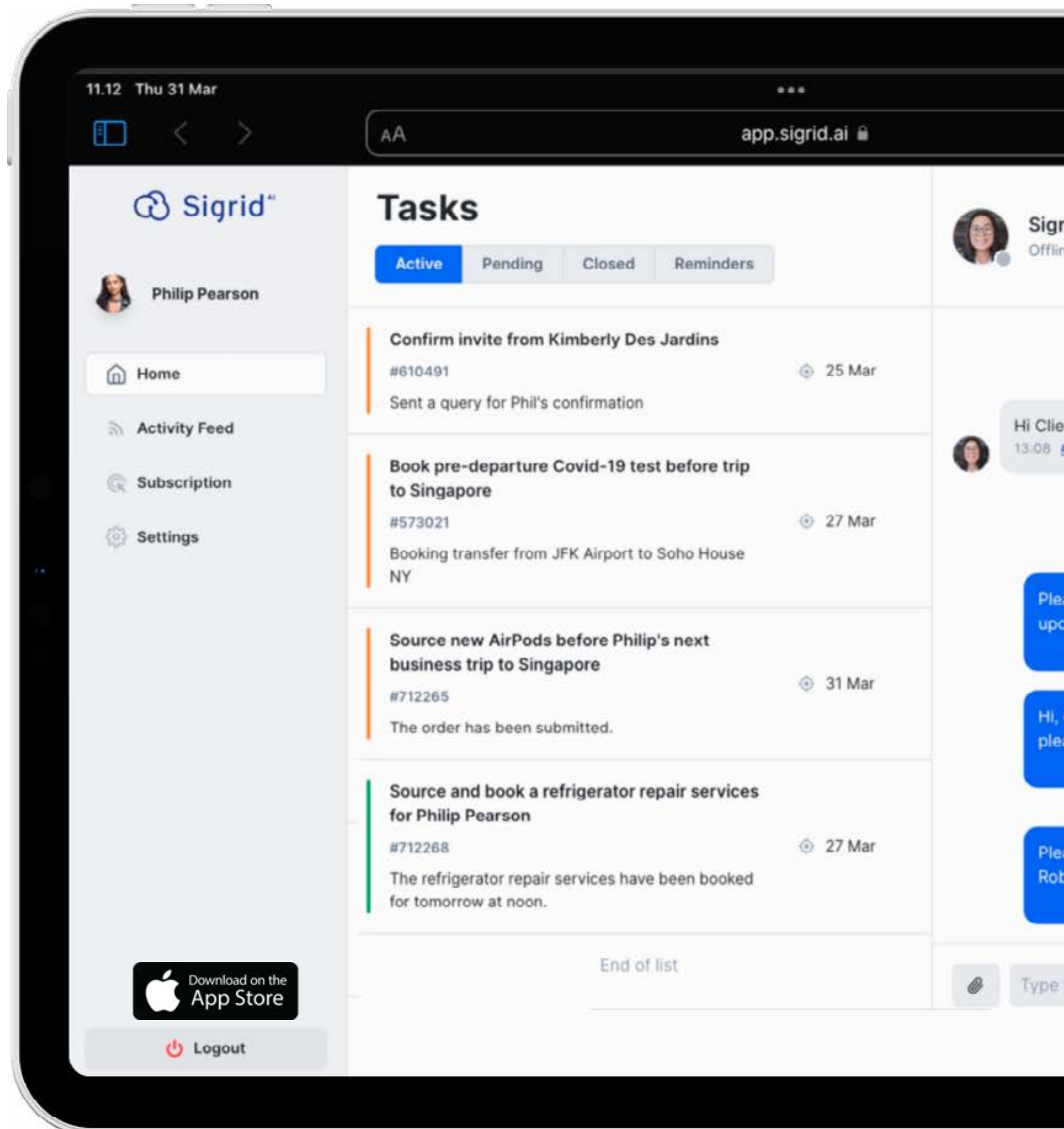


# We'll make sure your remote staff member thrives

Besides making sure your remote staff member has all of the necessary tools and systems in place, we'll also provide a co-working space where your remote staff member can connect with the whole Sigrid community. They'll have access to team-building events, training sessions, and monthly social gatherings.

[BOOK A CONSULTATION](#)



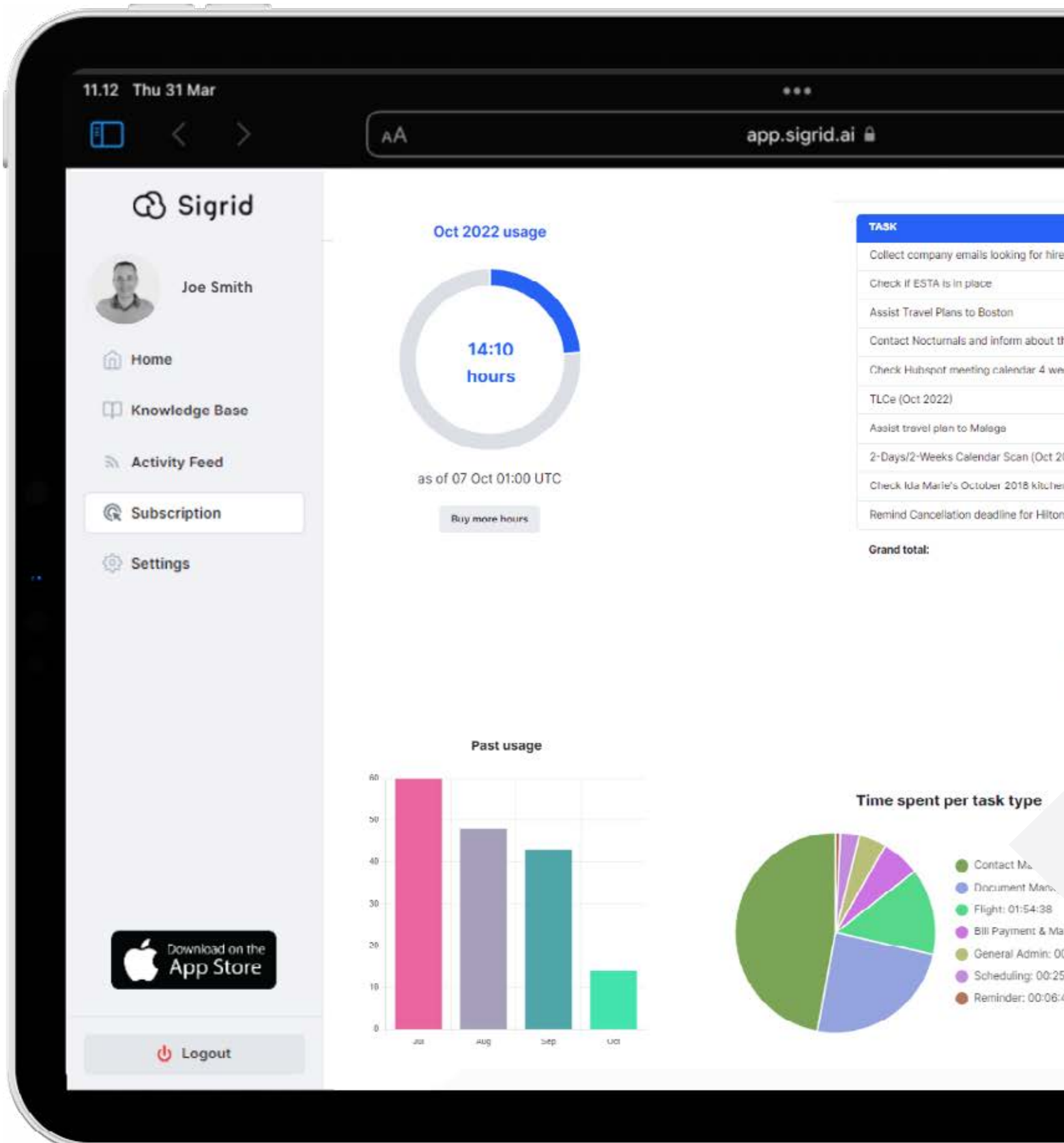


# Delegate effortlessly with MySigrid

Remote collaboration has never been this easy. Prefer texting? Great! More comfortable with email? Done. Or use MySigrid—our custom-built Collaboration & Task Management platform—to work with your remote staff member on projects and tasks.

You'll get access to the following features when you use MySigrid:

- ✓ *View all delegated tasks in one place.*
- ✓ *Quickly capture tasks anywhere using the rich chat interface.*
- ✓ *Follow real-time progress towards task resolution.*
- ✓ *Receive reminders about important dates and events.*
- ✓ *See if your remote staff member is 'On Duty'.*
- ✓ *Monitor subscription usage in real-time.*



# Monitor performance in real-time

Want to know precisely what your remote staff memb spends their time on, or which projects and task types take up the most time? Or perhaps you want to know how often deadlines need to be adjusted? We've got you covered with the KPI Dashboard in MySigrid.

# The fastest way to exceptionally talented resources

Tell us what your needs are and we will connect you with top talent in a few days.

[BOOK A CONSULTATION](#)

01

## **DIRECT COSTS**

We only charge the full amount of the employee's monthly salary, no hidden fees.

02

## **GENERAL MANAGEMENT**

We process HR and payroll for your remote staff. We also provide employee engagement activities, an office space, and subscriptions to standard systems and tools to make sure your remote staff can function efficiently at a reasonable cost.

03

## **START WORKING TOGETHER**

Your staff member will learn about your business, your preferred work and communication style, and the tools you like to use. You'll see everything they do in MySigrid, our proprietary Collaboration & Task Management Platform.

04

## **ADDITIONAL SUPPORT (OPTIONAL)**

In cases where your remote staff needs additional support, our team will be ready to assist.



BARK

Allied  
Crowds

Little Sun



OLIVELA

*” My dedicated VA is one of the hardest working and most responsive people I have had the honor to work with. And the larger Sigrid team is always ready to jump in and help if something arises during off-hours for my VA. I don’t know what I did before you all helped organize my life! You truly make everything possible. Thank you.”*



Stacey Boyd,  
Founder, OLIVELA,  
New York

*”You get support from this type of professional VA service that you wouldn’t be able to afford otherwise. Proactiveness for a starter. Then there is the 24-hour backup team supporting me when my VA is off. It’s a very cost-effective way of getting support from an experienced virtual assistant.”*



Hans Schambye,  
CEO, Galecto,  
Copenhagen

*”I love the consistency of the service provided by Sigrid. They have all the training and documentation in place so that even if another VA has to handle my concerns, this VA already knows my working style and expectations and can deliver the results I want.”*



Lee Yuancheng,  
CEO, A Space Between,  
Singapore

## Contact

### Sigrid

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## About

Sigrid Premium Subscription Staffing is a subscription-based, managed virtual assistant service. At the heart of our service is the idea that collectively we're smarter. When you sign up for one of our subscription plans, you're also hiring the sum total of our team's expertise.

