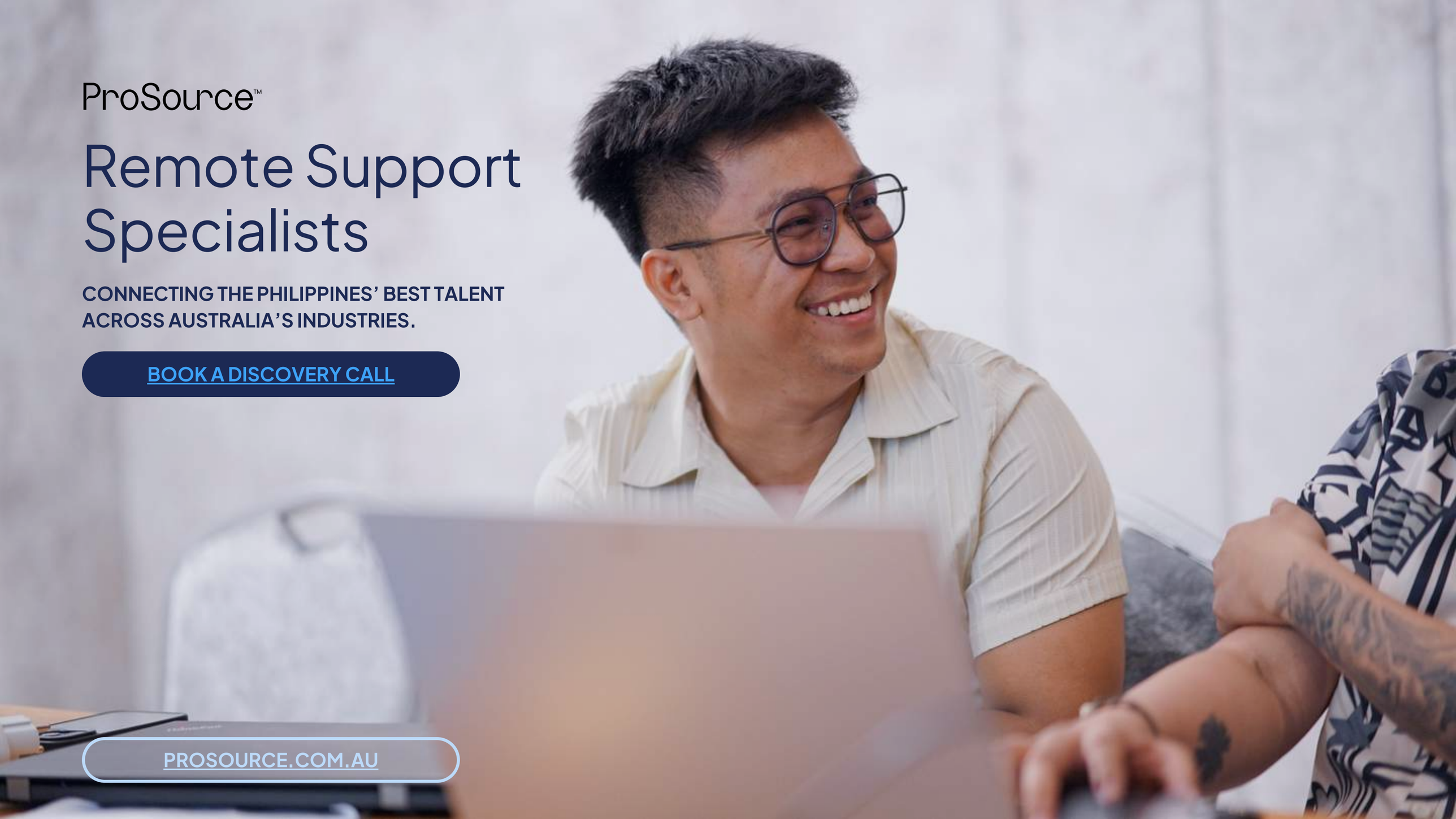
ProSource™

Remote Support Specialists

CONNECTING THE PHILIPPINES' BEST TALENT ACROSS AUSTRALIA'S INDUSTRIES.

BOOK A DISCOVERY CALL



PROSOURCE.COM.AU

About Us



WE'RE YOUR TRUSTED VIRTUAL ASSISTANT COMPANY FOR SEAMLESS SUPPORT

ProSource started with a simple idea: to help businesses get back time, reduce overheads, increase profit and grow by solving the everyday challenges they face. It all began when we noticed first hand through our own businesses and how many other business owners and businesses were struggling with the workload that bogged them down, from admin tasks to customer service. We knew there had to be a better way.



BLACK STAR PASTRY

Belinda & Cherif

WATCH CLIENT TESTIMONIAL



WELCOME TO TRAVEL

Adam

WATCH CLIENT TESTIMONIAL

UNCLE BRIAN'S

Laura

"Chris and his team have been amazing, we were a little hesitant at first to go offshore however Chris and his team took care of everything.

They interview potential candidates upfront to make sure they are a good match for your company, they go above and beyond to make sure your business needs are being met. It has taken a lot of pressure off us personally, highly recommend"

What Our Clients Say

See why clients choose us to empower their businesses and give them back their time to what matters most.

Brands we've worked with

BLACK STAR PASTRY

UNCLE BRIAN'S
FALL, FALLS & FOREST
CAPE TRIBBIANI

stray

welcometo.travel

GLT
Get Lost Travel Group



UNLOCK YOUR BUSINESS POTENTIAL WITH PROSOURCE VIRTUAL ASSISTANTS

Your Trusted Partner for Comprehensive Business Support Across Industries

In today's fast-paced business environment, staying ahead requires agility, efficiency, and a focus on core priorities. ProSource Virtual Assistants (VAs) are here to help. Whether you're in healthcare, e-commerce, professional services, real estate, or any other sector, our VAs are equipped with the skills and expertise to manage a wide range of tasks, so you can focus on growing your business.

How ProSource Virtual Assistants Can Support Your Business

Administrative Excellence

Streamline your operations and stay organised with dedicated support.

UNLOCK SMART OUTSOURCING

CALENDAR & SCHEDULE MANAGEMENT

Plan and manage appointments, deadlines, and meetings efficiently.

INBOX MANAGEMENT

Organise, sort, and respond to emails promptly.

DOCUMENT CREATION & EDITING

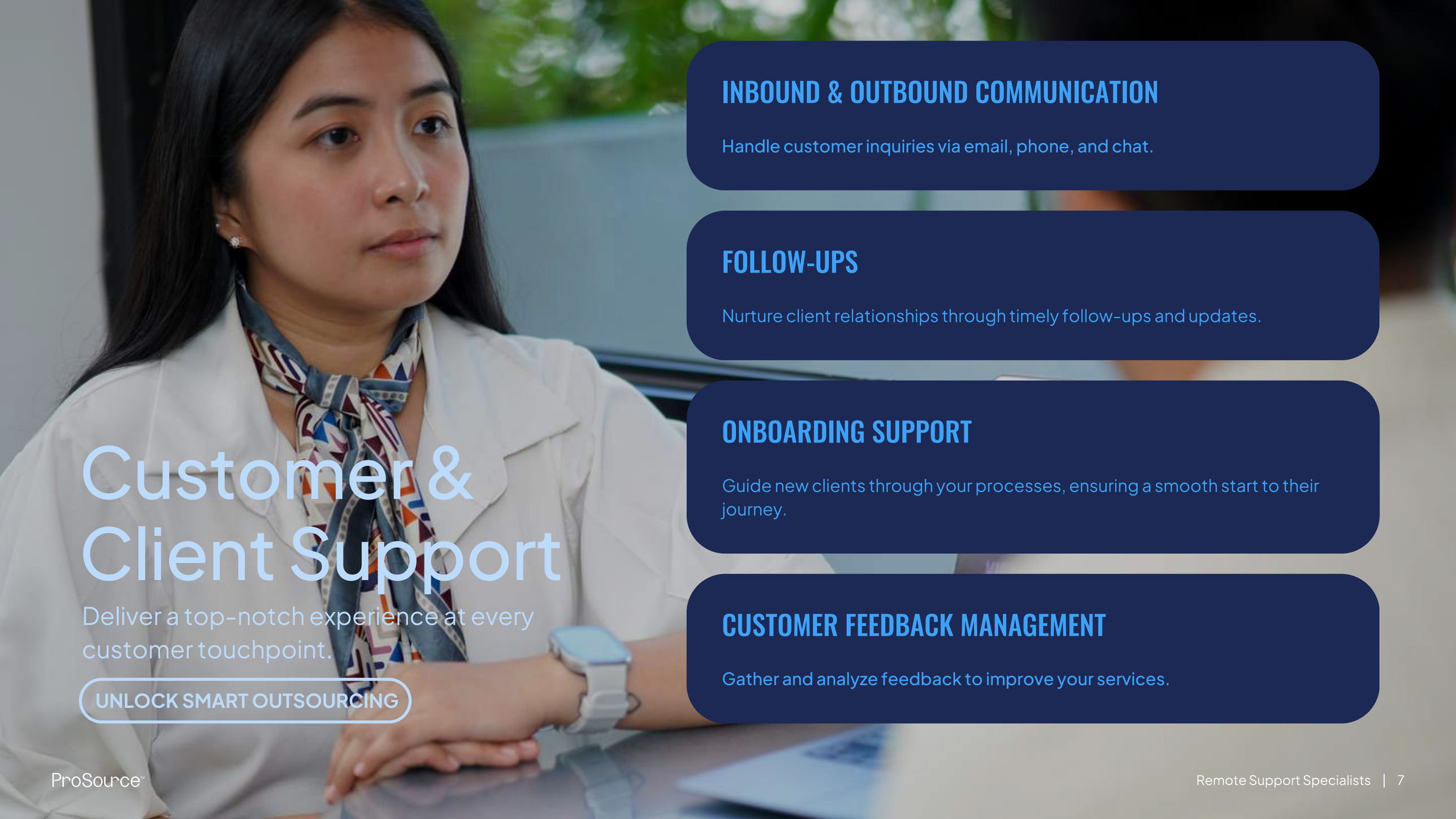
Prepare contracts, reports, presentations, and templates with precision.

DATA ENTRY & RECORDS MANAGEMENT

Keep your business data accurate, organized, and up-to-date.

TRAVEL ARRANGEMENTS

Book flights, accommodations, and manage travel itineraries seamlessly.



Customer & Client Support

Deliver a top-notch experience at every customer touchpoint.

UNLOCK SMART OUTSOURCING

INBOUND & OUTBOUND COMMUNICATION

Handle customer inquiries via email, phone, and chat.

FOLLOW-UPS

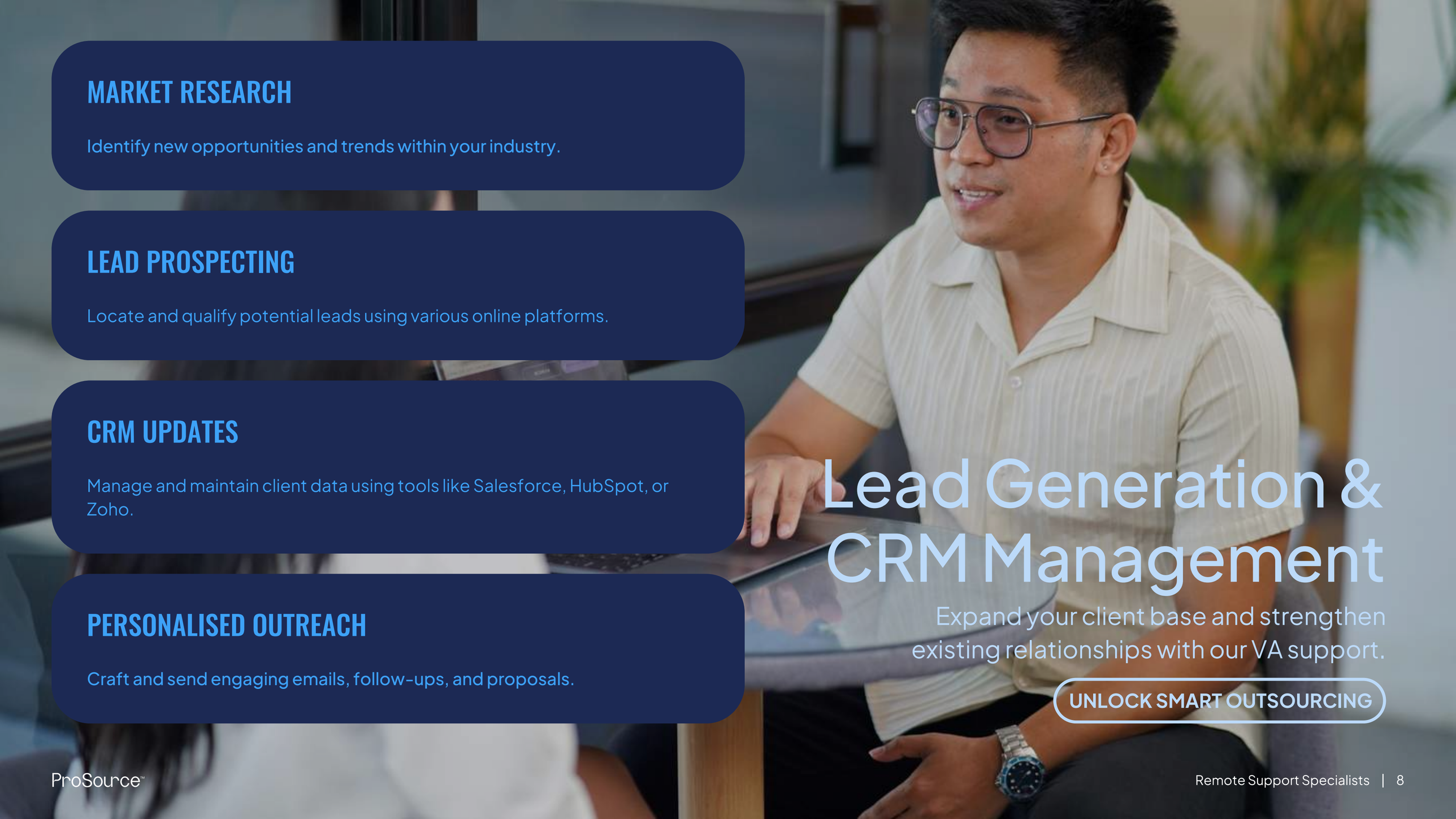
Nurture client relationships through timely follow-ups and updates.

ONBOARDING SUPPORT

Guide new clients through your processes, ensuring a smooth start to their journey.

CUSTOMER FEEDBACK MANAGEMENT

Gather and analyze feedback to improve your services.



MARKET RESEARCH

Identify new opportunities and trends within your industry.

LEAD PROSPECTING

Locate and qualify potential leads using various online platforms.

CRM UPDATES

Manage and maintain client data using tools like Salesforce, HubSpot, or Zoho.

PERSONALISED OUTREACH

Craft and send engaging emails, follow-ups, and proposals.

Lead Generation & CRM Management

Expand your client base and strengthen existing relationships with our VA support.

UNLOCK SMART OUTSOURCING



CONTENT CREATION & SCHEDULING

Design graphics, write captions, and schedule posts on LinkedIn, Instagram, Facebook, and more.

ENGAGEMENT MANAGEMENT

Respond to messages, comments, and inquiries in a timely manner.

AD CAMPAIGN SUPPORT

Assist with launching and managing social media advertising campaigns.

ANALYTICS REPORTING

Track performance metrics and optimize strategies for better ROI.

Social Media & Digital Marketing

Boost your online presence and engage your audience effectively.

UNLOCK SMART OUTSOURCING

E-Commerce Operations

Optimise your online store with hands-on support.

UNLOCK SMART OUTSOURCING

PRODUCT LISTINGS

Create, update, and optimise product descriptions and images.

ORDER FULFILLMENT

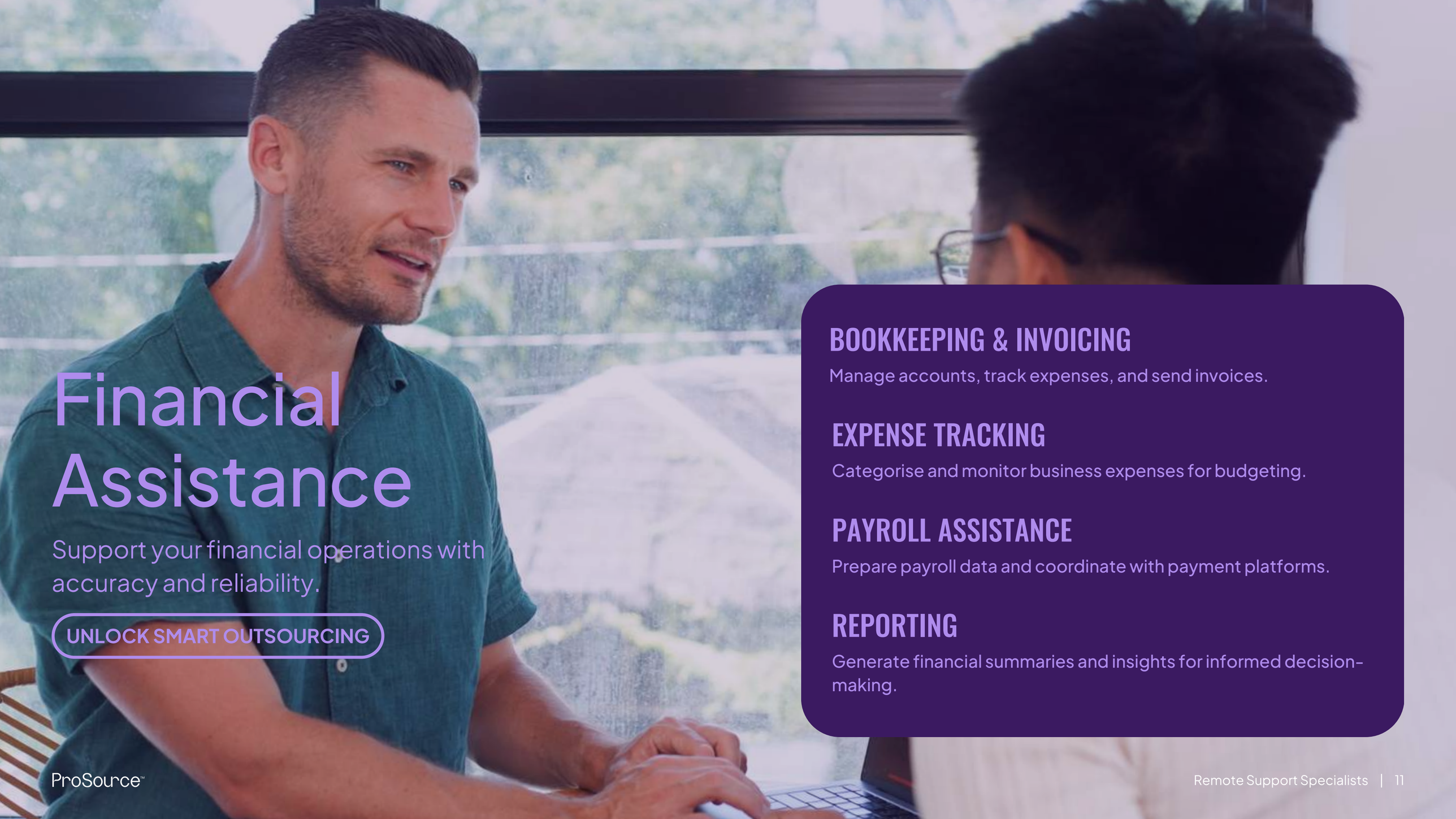
Process orders, manage returns, and address customer enquiries.

INVENTORY MANAGEMENT

Keep track of stock levels and supplier coordination.

PROMOTIONAL SUPPORT

Assist with seasonal sales, discounts, and loyalty programs.



Financial Assistance

Support your financial operations with accuracy and reliability.

UNLOCK SMART OUTSOURCING

BOOKKEEPING & INVOICING

Manage accounts, track expenses, and send invoices.

EXPENSE TRACKING

Categorise and monitor business expenses for budgeting.

PAYROLL ASSISTANCE

Prepare payroll data and coordinate with payment platforms.

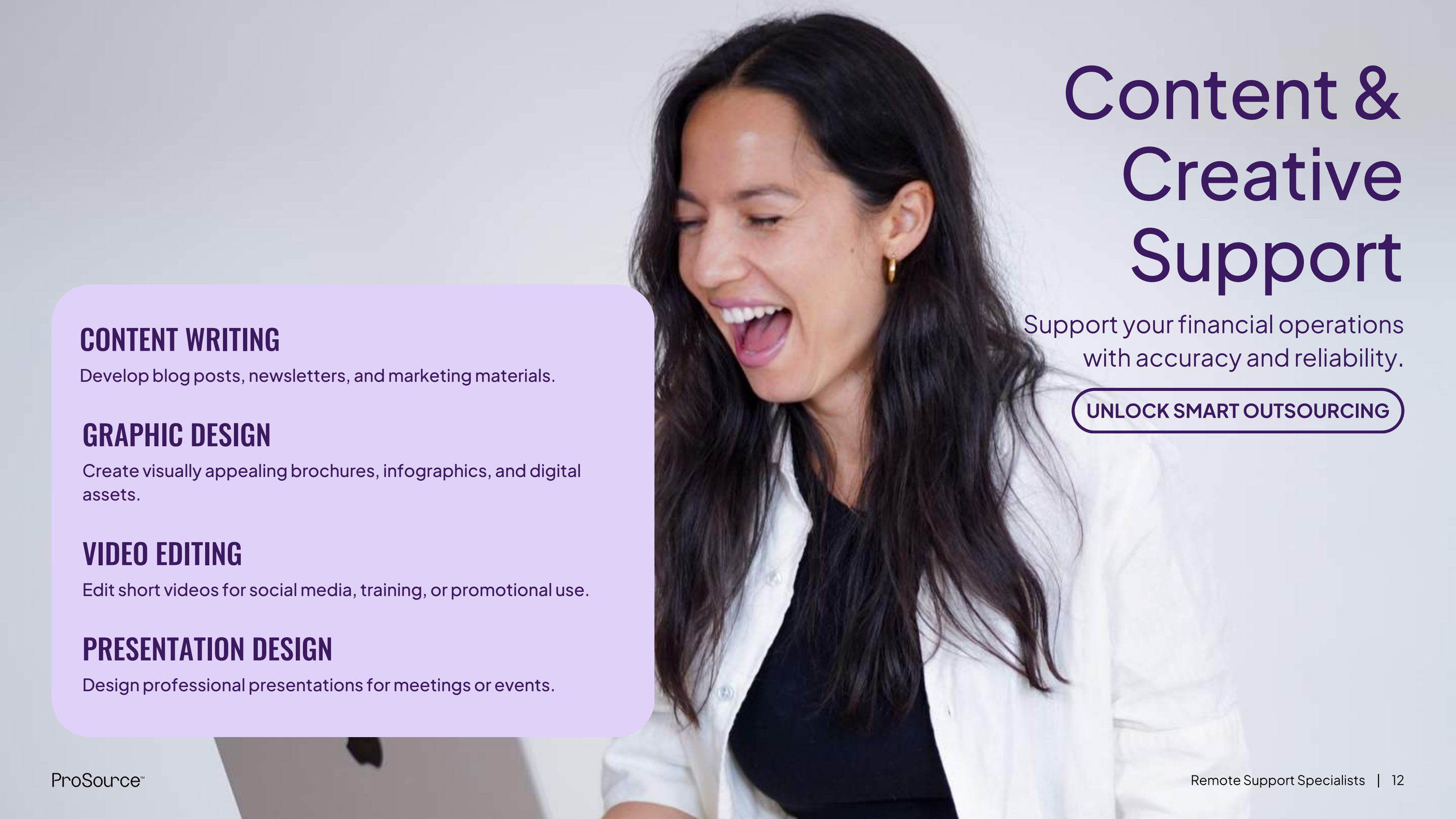
REPORTING

Generate financial summaries and insights for informed decision-making.

Content & Creative Support

Support your financial operations with accuracy and reliability.

UNLOCK SMART OUTSOURCING



CONTENT WRITING

Develop blog posts, newsletters, and marketing materials.

GRAPHIC DESIGN

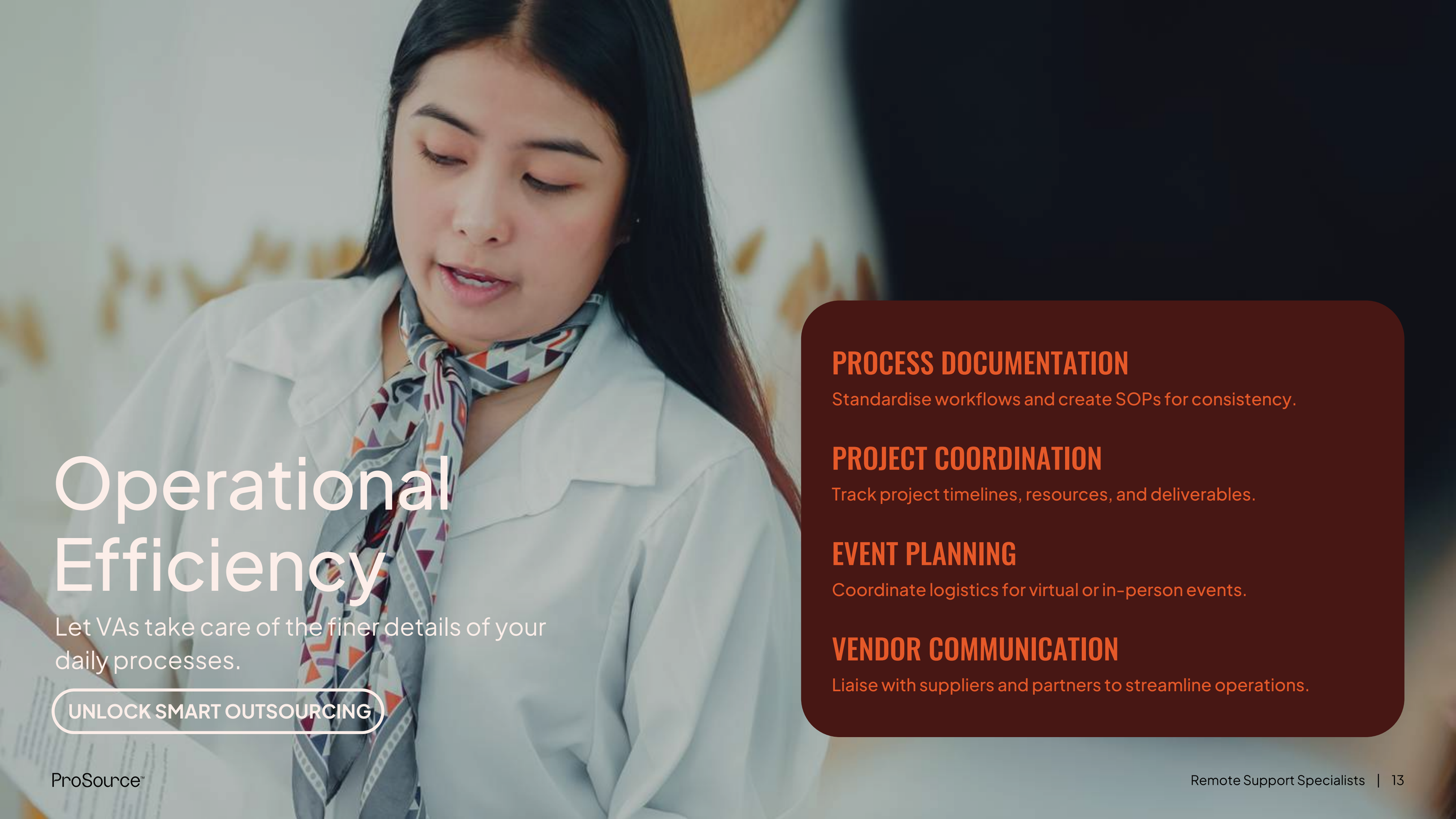
Create visually appealing brochures, infographics, and digital assets.

VIDEO EDITING

Edit short videos for social media, training, or promotional use.

PRESENTATION DESIGN

Design professional presentations for meetings or events.



Operational Efficiency

Let VAs take care of the finer details of your daily processes.

UNLOCK SMART OUTSOURCING

PROCESS DOCUMENTATION

Standardise workflows and create SOPs for consistency.

PROJECT COORDINATION

Track project timelines, resources, and deliverables.

EVENT PLANNING

Coordinate logistics for virtual or in-person events.

VENDOR COMMUNICATION

Liaise with suppliers and partners to streamline operations.



HEALTHCARE

Manage appointment scheduling, medical billing, and patient follow-ups.

REAL ESTATE

Handle property listings, lead management, and client coordination.

LEGAL

Organise case files, prepare legal documents, and manage calendars.

EDUCATION

Support with online course management, student communication, and content creation.

Specialised Industry Support

ProSource VAs bring expertise tailored to your sector:

UNLOCK SMART OUTSOURCING

Why ProSource?

UNLOCK SMART OUTSOURCING



CUSTOM-TAILORED SOLUTIONS

We assess your unique needs and pair you with a VA whose expertise aligns with your goals, ensuring maximum value and efficiency.

COST SAVINGS

Save on overhead costs without compromising on quality. ProSource VAs provide professional-grade support at a fraction of the cost of in-house employees.

HIGHLY SKILLED PROFESSIONALS

Our VAs are trained in industry-leading tools like Asana, Trello, Canva, Google Workspace, Slack, and more to integrate seamlessly into your business.

FLEXIBILITY & SCALABILITY

Our services adapt to your business needs, whether it's part-time support or scaling up for new projects.

DEDICATED SUPPORT

ProSource VAs are committed to your success, working as an extension of your team to help you reach your objectives.

How It Works

01

CONSULTATION

We identify areas where a VA can make the biggest impact on your operations.

02

MATCHING

We connect you with a VA suited to your industry and requirements.

How It Works

03

INTEGRATION

Your VA becomes a seamless part of your team.

04

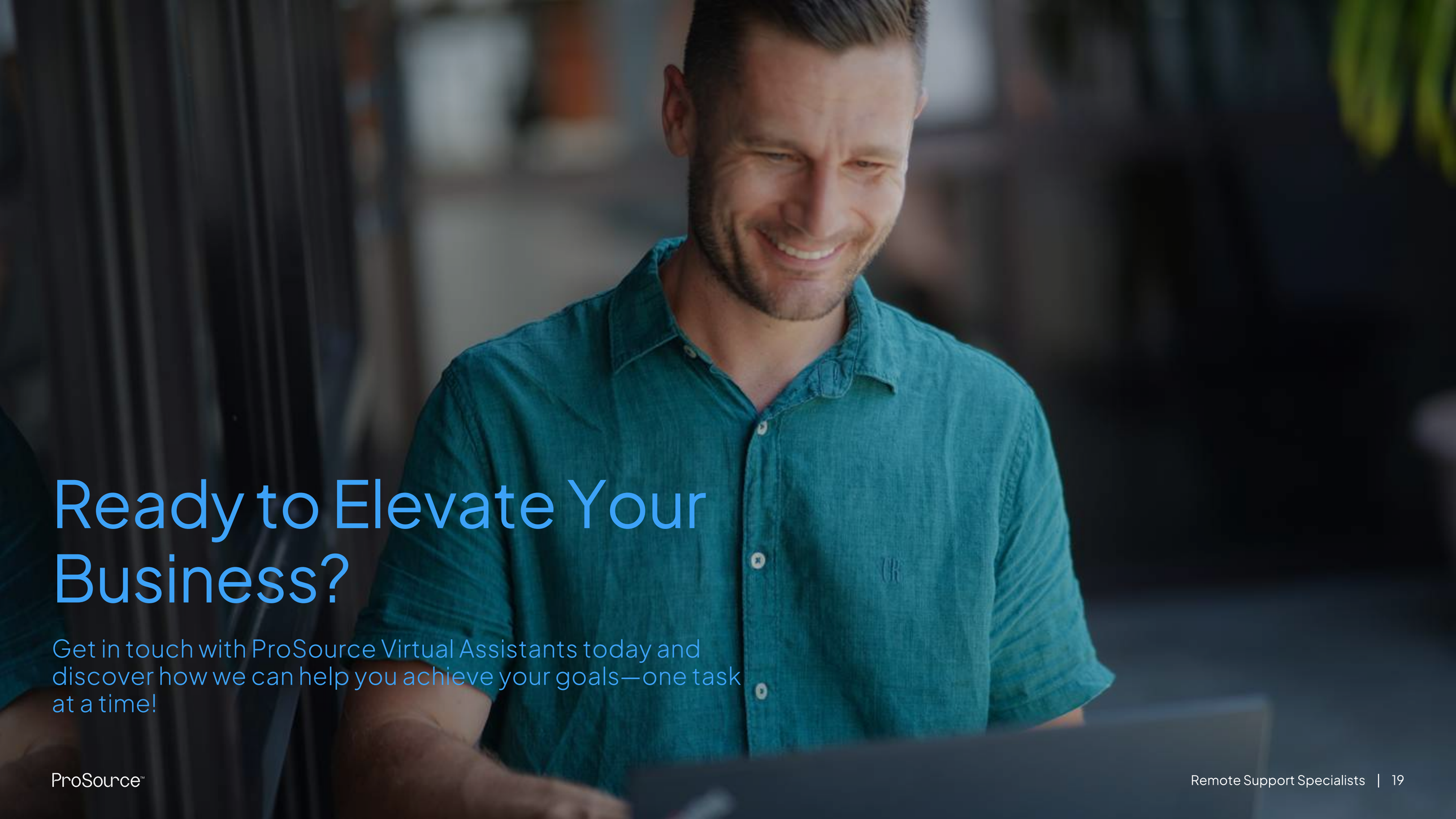
SUPPORT & GROWTH

Regular check-ins ensure you're meeting your goals and scaling effectively.



Achieve More with ProSource Virtual Assistants

At ProSource, we believe that every business deserves the right support to unlock its full potential. Let us take care of the tasks that slow you down, so you can focus on innovation, strategy, and growth.



Ready to Elevate Your Business?

Get in touch with ProSource Virtual Assistants today and discover how we can help you achieve your goals—one task at a time!

Our Contractors

Meet the ProSource virtual assistants.



NATHANIEL

Customer Service Virtual Assistant

Experienced Customer Service Virtual Assistant specializing in travel, healthcare, and airline industries. Skilled in training, coaching, and multi-tasking, with expertise in chat and email support to deliver exceptional client experiences.

WATCH INTRODUCTION VIDEO



HANNAH

Creative Marketing Virtual Assistant

Creative Marketing Virtual Assistant with a knack for content creation, social media management, and video editing. Experienced in crafting marketing strategies, organising events, and building brand awareness through engaging campaigns and collaborations.

WATCH INTRODUCTION VIDEO

Our Contractors

Meet the ProSource virtual assistants.



KAY

E-commerce and Customer Service Virtual Assistant

E-commerce and Customer Service Virtual Assistant with a strong background in Amazon case management, billing support, and team leadership. Proficient in handling escalations, creating SOPs, and ensuring operational efficiency across diverse industries.

WATCH INTRODUCTION VIDEO



WENALYN

Paralegal and Customer Service Virtual Assistant

With expertise in legal administrative support, case management, and client communication and with 5 years of experience in travel accounts like Expedia and Priceline, she excels in customer service, call handling, and travel systems like Sabre and Amadeus.

WATCH INTRODUCTION VIDEO



ProSource™

BOOK A DISCOVERY CALL TODAY

CONTACT US

info@prosource.com.au

(02) 8319 5883