



SC Staffing & Consulting

Virtual Assistants. Remote help, when you need it.

When Your Business Needs Flexible Remote Office Solutions, Hire a VANA.

ABOUT US

A National Staffing Agency and Recruiting Agency, SC Staffing and Consulting augments and accelerates your company's hiring for project, event, and employment objectives.

For 14 years, SC has provided workforce solutions. Our clients include Fortune 100 and Fortune 500 companies as well as small and mid-sized companies, and government agencies.

We specialize in administrative and clerical for a wide range of industries, markets, and positions.

COVERAGE

Remote Coverage

US-based



SERVICES

Administrative

- Data entry
- Email management
- Procedure writing
- Schedule management

Bookkeeping

- Accounts payable
- Accounts receivable
- Invoicing services
- Expense reporting

Writing

- Article writing
- Blogging and blog posts
- Content creation
- Editing and proofreading

Marketing

- Brochure design
- Email campaigns
- Vendor interface

Digital Presence Management

- Social channels
- Social posts
- Website content updates

SUPPORT SOLUTIONS

Benefits

- ✓ Quick Start Up
- ✓ Multiple Areas of Expertise
- ✓ No Payroll
- ✓ Convenient Invoicing
- ✓ Flexibility

Coverage Flexibility

- ✓ Project-based
- ✓ Off-site Event support
- ✓ Personal Assistant
- ✓ Long-term
- ✓ Short-term
- ✓ Interim

INDUSTRIES SERVED

- ✓ Manufacturing
- ✓ Travel
- ✓ Legal
- ✓ Software
- ✓ Food Services
- ✓ Real Estate
- ✓ Electronics
- ✓ Entrepreneur
- ✓ Mortgage
- ✓ Financial
- ✓ Credit
- ✓ Insurance
- ✓ Higher Education
- ✓ Government

FOUNDED

2007

STATUS

Certified Small Business, Certified Woman-Owned

ACHIEVEMENTS

- ✓ 2017 Philadelphia 100 Growth Award
- ✓ Goldman Sachs 10K Small Business Alumna
- ✓ Goldman Sachs 10K Small Business Captain
- ✓ Power Up Your Business Program Business Coach
- ✓ Community College of Philadelphia Instructor



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www.scconsultingllp.com/virtual-assistant-services