

## People In Your Neighbourhood

### (Your) Little Office Helper

#### Administering the office . . . from home

Bonita Baumbach is the secretary that isn't.

Baumbach recently started her own business, (Your) Little Office Helper, and is a virtual office assistant.

After over four decades in the workforce, Baumbach was tired of working for other people. She prepared income taxes for three years after leaving the workforce but wanted to utilize the talents she honed while working.

Her resumé includes 18 years employment with a provincial government. She knew nothing about computers when she started but she worked her way through the ranks, teaching herself the skills she needed to undertake her growing responsibilities.

Baumbach is now a professional graphic designer and is able to do a myriad of office related tasks.

The concept of being a virtual office assistant was borrowed from her daughter, who runs a similar business in Alberta. Baumbach got lots of information from CVA Success, which supports and assists Canadian virtual assistants, and started marketing her services this year.

Baumbach likes the idea of being able to offer professional help to busy entrepreneurs that may not be able or are unwilling to deal with the administrative tasks of running their businesses.

Virtual office assistants work from their own offices and rarely meet their clients face-to-face. This setup allows the entrepreneur to get the help he/she needs and concentrate on generating revenue. Hiring a

virtual office assistant saves a business money because it does not have a payroll or payroll taxes, it only pays for work done, it does not have to pay for office supplies and all administrative tasks are handled by fax, phone or e-mail.

Baumbach offers many different services to businesses as a virtual office assistant. She



Bonita Baumbach is (Your) Little Office Helper.

designs and creates brochures, newsletters, greeting cards, stationary, invoices and more. She is also able to answer correspondence, do mail-outs and accounting, develop business proposals and budget sheets and write out manuscripts and technical manuals.

Baumbach's services are offered by contract or an hourly wage. She prides herself on doing meticulous work and getting it done in the time frame needed by the client.

In-office secretaries can spend portions of their day with nothing to do but must still get paid. Baumbach charges her clients only for the time she spends doing the specific tasks agreed upon.

"If it takes me only 15 minutes to do your work, that's what you pay me for," she explains. "You give it to me, I'll do it. If I can't do it, I'll tell you I can't do it."

Baumbach says there are 117 CVA Success members in B.C. and almost all of them are in the Lower Mainland.

(Your) Little Office Helper can be contacted at 838-7672, by e-mail at [ross1009@sunwave.net](mailto:ross1009@sunwave.net) or online at [www.little-officehelper.com](http://www.little-officehelper.com).

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