

## Commercial Sales & Admin VA Tasks



TASK	Category
<b>INTEGRAL TO SUCCESS</b>	
Commercial Toolbox – Buy/Lease Requirements	Commercial Toolbox
Data Hygiene, Past Campaign	Commercial Toolbox
Contact Relationship / Enter or amend all properties in form of parent/child relationships	Commercial Toolbox
Data Research Sold & Leased Properties	Sales Support
<b>FOUNDATION</b>	
Data Hygiene	Commercial Toolbox
Data Import and Data Mining	Commercial Toolbox
File Audit in CTB	Analytics
<b>ESSENTIAL &amp; ONGOING TASKS</b>	
Actioning on Old Appraisals – Marking as Lost	Commercial Toolbox
Cleanup Agent Buyer Categories	Commercial Toolbox
Cleanup New Contacts in CTB	Commercial Toolbox
Contact Clean Up	Commercial Toolbox
CTB – Buyer/Lessee Requirement	Commercial Toolbox
Database Growth	Commercial Toolbox
Duplicate Merge	Commercial Toolbox
Failed Emails Clean Up (Test)	Commercial Toolbox
Managing Bounce Backs and Opt-Outs	Commercial Toolbox
Update Solicitors Information in CTB	Commercial Toolbox
Updating Precincts	Commercial Toolbox
Expired Listings	Sales Support
Offer Conditions Due	Sales Support
Monitoring the Market REA	Analytics
<b>TASK LIST</b>	
Adobe InDesign	Adobe InDesign
Commercial – Current Company Stats	Analytics
Company Stats – VPA	Analytics
CRE Monthly Listing Report	Analytics
Market Report	Analytics
Add Contact	Commercial Toolbox
Add Property + Vendor	Commercial Toolbox
Add Property to Online Buyers	Commercial Toolbox
Clean Data for Mail Out	Commercial Toolbox
Business Listing	Sales Support
Case Study	Sales Support

Creating Contact Spreadsheets	Sales Support
Creating Property Spreadsheets	Sales Support
Creating Trades Spreadsheets	Sales Support
Data Import – Preparation	Sales Support
New Listings	Sales Support
PM Vacancy List	Sales Support
Send IM Manual RTR	Sales Support
Settlement Due	Sales Support
Unconditional Checklist	Sales Support
Preparation of Monthly/Fortnightly meeting Agenda	Sales Support