



Virtual Assistant Solution

By using Olivia Greet's Virtual Assistant application, executives have access to their own personal assistant for a fraction of the cost of a full-time administrator.

OVERVIEW

Today's executives spend more time out of the office than in one and therefore, constantly have the need to book flights, hotels, rental cars and other reservations or appointments. Spending time on the phone with an airline carrier a hotel clerk or paying for the full-time services of an underutilized administrative assistant is not an efficient use of a busy business persons time or money. Why can't todays businessperson – whether in a small or large organization – have affordable access to a full-time assistant who has the ability to perform a wide variety of administrative tasks 24 hours a day? With the Olivia Greet's Virtual Assistant solution, assistance is only a click away!

FEATURES



The Olivia Greet's Virtual Assistant will perform all the following and more:

- Serve as a virtual concierge available 24 by 7
- Book all of your travel
- Book special events for clients
- Have documents printed to nearby shared office or document services firm
- Send reminders of appointments
- Remember your profile so they always know your personal preferences

CASE STUDY

Shared office providers are challenged with providing the highest quality of service to executives who are used to getting the highest level of service. Shared office providers often provide concierge services via the telephone, but executives are usually tied up in meetings or on the phone themselves when needing to book travel and events. This is where the Olivia Greet's Virtual Assistant comes in. Shared office providers can now allow executive s the choice of making these arrangements on the web via chat or audio response via an avatar-based Virtual Assistant. The client communicates their requirements and the Virtual Assistant will access an existing client profile to make the required arrangements for them. The user will then get a confirmation email shortly after the interaction. It's as easy as that. Talk about a productive solution for the busy professional!

CONTACT

About Olivia Greet's: Olivia Greet's is the world's first avatar-based virtual greeting system. The complete Olivia Greet's Virtual Assistant solution is leverages a user profile via a secure, web-based portal and is available twenty four hours a day, seven days a week. The Virtual Assistant solution is an excellent addition to the Olivia Greet's Virtual Receptionist solution. For more information, please visit our website: www.oliviagreet's.com.

About Reseller: