☑ 135+ Tasks Remote Professionals from AB7 Can Perform

- **Inbox management –** Filtering, prioritizing, labeling, and responding to emails efficiently.
- **Calendar management** – Scheduling, rescheduling, and managing meetings and reminders.
- **Meeting coordination** – Organizing meetings, sending invites, agendas, and follow-ups.
- **Email drafting –** Writing professional emails on behalf of executives or teams.
- **File organization** – Structuring digital folders for easy access and version control.
- **Document formatting** – Formatting reports, proposals, and business documents.
- **Expense tracking –** Recording expenses and preparing reimbursement summaries.
- **Travel planning** – Booking flights, hotels, visas, and ground transportation.
- **Personal appointment booking** – Managing personal and professional appointments.
- **Executive assistance** – Acting as a dedicated support partner for founders and CXOs.
- **Daily operations coordination** – Managing routine operational tasks and follow-ups.
- **Task tracking** – Monitoring task status and ensuring deadlines are met.
- **Workflow optimization** – Streamlining processes to improve efficiency.
- **SOP documentation** – Creating and maintaining standard operating procedures.
- **Internal coordination** – Acting as a bridge between teams and departments.
- **Remote team coordination** – Managing communication across distributed teams.
- **Vendor follow-ups** – Coordinating with suppliers and service providers.
- **Procurement support** – Assisting with purchasing and vendor comparisons.
- **Inventory tracking** – Monitoring stock levels and reorder points.
- **Subscription management** – Managing SaaS tools, renewals, and licenses.
- **Customer email support** – Responding to customer queries via email.
- **Customer chat support** – Handling live chat or chatbot escalations.
- **Ticket management** – Managing support tickets through CRM or helpdesk tools.
- **Client onboarding support** – Coordinating onboarding steps for new clients.
- **Appointment scheduling** – Managing bookings for services or consultations.
- **Complaint handling** – Tracking, escalating, and resolving customer issues.
- **Feedback collection** – Gathering customer reviews and feedback.
- **Feedback analysis** – Converting feedback into actionable reports.
- **Client retention support** – Supporting loyalty and retention initiatives.
- **Loyalty program coordination** – Managing reward or loyalty workflows.
- **Lead research** – Identifying and researching potential prospects.
- **Data enrichment** – Enhancing lead data with accurate information.
- **CRM data management** – Maintaining clean and updated CRM records.
- **Sales pipeline tracking** – Monitoring deal stages and progress.
- **Proposal preparation** – Creating proposals and sales documents.
- **Sales documentation** – Managing contracts, quotes, and collateral.
- **Sales follow-ups** – Following up with prospects and warm leads.
- **Payment reminders** – Sending reminders for pending invoices.
- **Partner coordination** – Managing affiliates and channel partners.
- **Revenue reporting** – Preparing sales and pipeline reports.
- **Social media posting** – Scheduling and publishing social posts.

- **Social engagement** – Responding to comments and messages.
- **Blog publishing** – Uploading and managing blog content.
- **Newsletter execution** – Designing and sending newsletters.
- **Email campaign execution** – Running marketing email campaigns.
- **Influencer coordination** – Managing influencer outreach and follow-ups.
- **PR support** – Handling press communication and media requests.
- **Brand asset management** – Organizing logos, creatives, and brand files.
- **Market research** – Researching industry and customer trends.
- **Competitor analysis** – Analyzing competitor offerings and positioning.
- **Website content updates** – Updating website pages and text.
- **CMS management** – Managing WordPress, Webflow, Shopify, or similar platforms.
- **Website issue coordination** – Reporting and tracking technical issues.
- **SEO execution support** – Implementing SEO tasks and optimizations.
- **Keyword research** – Identifying relevant SEO keywords.
- **Product listing management** – Managing ecommerce product catalogs.
- **Order workflow support** – Supporting ecommerce order processes.
- **Conversion tracking** – Monitoring website conversions and funnels.
- **Analytics reporting** – Creating reports from analytics platforms.
- **Digital asset management** – Organizing website and marketing assets.
- **Graphic design support** – Creating graphics for marketing and branding.
- **Social creatives** – Designing posts, banners, and ads.
- **Presentation creation** – Designing pitch decks and presentations.
- **Video editing** – Editing videos for marketing or training.
- **Podcast management** – Scheduling, editing, and publishing podcasts.
- **Newsletter design** – Designing visually appealing newsletters.
- **Proofreading** – Reviewing content for grammar and clarity.
- **Transcription** – Converting audio or video into text.
- **Content repurposing** – Turning content into multiple formats.
- **Brand alignment** – Ensuring content follows brand guidelines.
- **Bookkeeping support** – Recording transactions and managing books.
- **Invoice creation** – Preparing and sending invoices.
- **Expense categorization** – Classifying expenses correctly.
- **Financial reporting** – Assisting with P&L and financial summaries.
- **Financial forecasting –** Supporting budget and forecast preparation.
- **Tax documentation support** – Preparing data for tax filings.
- **Grant application support** – Assisting with grant documentation.
- **Investment tracking** – Monitoring investments and returns.
- **Contract documentation** – Organizing financial and legal contracts.
- **Compliance coordination –** Supporting compliance documentation.
- **Resume screening** – Shortlisting resumes based on criteria.
- **Recruitment coordination** – Scheduling interviews and follow-ups.
- **Talent scouting** – Identifying potential candidates proactively.
- **Employee onboarding** – Coordinating onboarding documentation.
- **HR record management** – Maintaining employee records.
- **Training coordination** – Scheduling training programs.

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- **Performance tracking** – Monitoring employee performance metrics.
- **Policy documentation** – Maintaining HR and company policies.
- **Workforce reporting** – Preparing HR and workforce reports.
- **Exit coordination** – Managing employee offboarding processes.
- **Medical appointment scheduling** – Scheduling patient appointments.
- **Clinic operations support** – Supporting daily clinic operations.
- **Medical transcription –** Transcribing clinical audio notes.
- **Medical scribing support** – Assisting physicians with documentation.
- **Medical billing support** – Supporting billing workflows.
- **Coding coordination –** Assisting with medical coding processes.
- **HIPAA-aligned admin work** – Supporting compliant healthcare operations.
- **Patient communication** – Managing patient communication workflows.
- **EHR workflow support –** Assisting with EHR data workflows.
- **Healthcare reporting** – Preparing healthcare-related reports.
- **Legal document drafting –** Assisting in drafting legal documents.
- **Case file management** – Organizing legal case files.
- **Litigation support** – Assisting legal teams with case prep.
- **Board meeting prep** – Preparing agendas and board materials.
- **Corporate communication –** Managing internal and external comms.
- **Investor communication –** Coordinating updates to investors.
- **Contract review coordination –** Assisting in contract review workflows.
- **IP documentation –** Supporting trademark and copyright documentation.
- **Policy compliance support** – Tracking regulatory compliance.
- **Governance reporting –** Preparing governance-related reports.
- **Industry research** – Researching markets and industries.
- **Business analytics –** Analyzing business performance data.
- **Competitive benchmarking** – Comparing competitors and performance.
- **Product research support** – Assisting with product planning.
- **Startup incubation support** – Supporting early-stage ventures.
- **Operational audits** – Reviewing operational efficiency.
- **Risk assessment support** – Identifying and documenting risks.
- **Change management support** – Assisting during business changes.
- **Business dashboards** – Creating dashboards for leadership.
- **Strategic planning support** – Assisting with strategy execution.
- **CRM automation** – Automating CRM workflows and triggers.
- **Lead routing automation –** Automatically routing and scoring leads.
- **Task automation** – Automating task creation and updates.
- **Zapier automation –** Connecting apps and workflows via Zapier.
- **Make automation** – Building automation using Make/Integromat.
- **n8n automation** – Creating advanced custom automation pipelines.
- **Airtable automation** – Automating Airtable records and alerts.
- **Notion automation** – Building dashboards and automated workspaces.
- **Google Sheets automation** – Automating data updates and reports.
- **Document automation** – Auto-generating contracts and proposals.
- **Payment automation** – Automating payment alerts and tracking.

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- **Subscription renewal automation** – Managing renewals automatically.
- **Website form automation** – Routing form submissions automatically.
- **Marketing automation** – Automating email and campaign flows.
- **Reporting automation** – Generating scheduled performance reports.