

VIRTUAL EXECUTIVE ASSISTANT



cayusecommercialservices.com

SUPPORT THAT ALLOWS YOUR TEAM TO FOCUS ON THE CORE OF YOUR BUSINESS

Dedicated to boosting productivity and efficiency, Virtual Executive Assistants manage routine administrative tasks, allowing businesses to focus on more important matters. Save time and money on recruitment, training, and office space.

The Cayuse team of experienced Executive Assistants brings a strong track record of proven performance, having served over 800 executives per year for more than a decade. We build lasting partnerships with a goal-oriented approach. Our cost-effective solutions span multiple time zones and are tailored to support business needs.

We understand the importance of maintaining confidentiality. Our VEAs are bound by non-disclosure agreements and follow robust security protocols for data privacy.

Your executives can focus on growing your business knowing that the behind-the-scenes administrative tasks are being managed safely and efficiently.

HOW WE CAN HELP

Through focus driven objectives, goal-oriented duties, and remote capabilities, our team of dedicated professionals considers your goals our top priority. We excel in providing support that includes:

- Travel Arrangements
- Customer Service Support
- Meeting and Event Planning
- Graphic Design
- Digital Marketing
- Email and Calendar Maintenance
- Bookkeeping and Expense Management
- Annual Process Support
- Workplace Reservations
- Document Production



Cayuse is a 100% Native American-owned company. As a certified diversity provider, Cayuse offers companies the opportunity to support Native Americans and Native Hawaiians while receiving world-class services at a competitive price.



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