

dojo

Supercharge your business with Dojo



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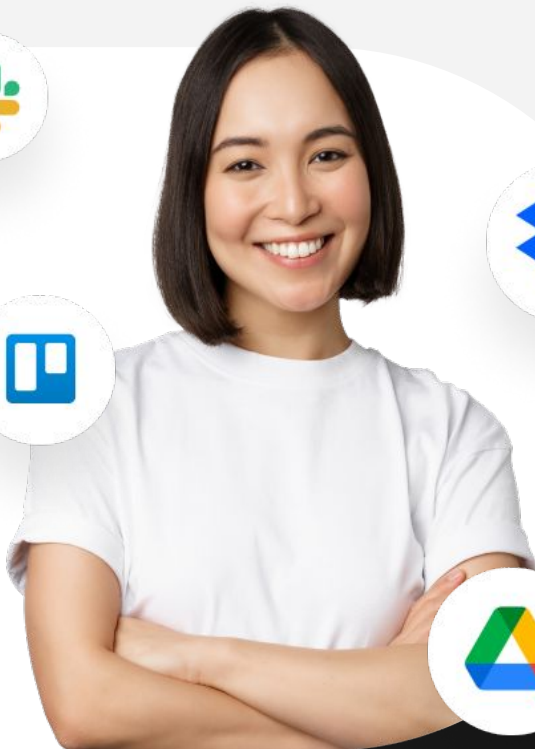
Our mission is to connect entrepreneurs with exceptional virtual assistants to achieve their business goals.

Hiring internationally can be a challenge, but it provides an opportunity to find exceptional talent and grow the business.

We'll do the time-consuming, resource-intensive task of candidate sourcing, resume screening, and interview scheduling and you can just focus on delegating the tasks.

Delegate your tasks with confidence

Our VAs are committed to producing results. We're fostering a work environment that communicates what they need to do to succeed in their work and ensuring they own a certain level of competency with the latest tools and technology.



Why hire with Dojo?

Faster process vs In-House

- **Fit** - Cultural and long term fit.
- **Skills** - Trusted vesting process.

More reliable vs Freelancers

- **Flexibility** - In terms of time and pay
- **Availability** - Talents are ready to go

Cost-efficient vs Recruiters

- **Recruitment** - Access difficult to find talent
- **Guarantee** - Invoice only when we onboard.

More flexible vs BPO

- **Budget** - cost-efficient
- **Insurance** - Replacement readily available

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Timeline

Onboard in < 1 Week

Sourcing and Management

- You will be directly involved in the recruiting process - we'll only hire who you approve.
- You have direct access to manage your virtual assistant.
- Virtual assistants can address concerns both to Dojo and to the client.

Cost

\$1,799 per month + \$200 one-time setup fee for a full-time Virtual Assistant

Task delegation possibilities could be endless



PERSONAL

Sample Tasks

- Plan travel arrangements
- Schedule appointments
- Book reservations
- Manage emails
- Online shopping assistance



ADMINISTRATIVE

Sample Tasks

- Data entry
- Email Response
- Calendar Management
- Research
- Database management
- Transcription
- Meeting Minute-taking
- Proofreading documents



SALES AND MARKETING

Sample Tasks

- Conduct market research
- Lead generation through online outreach
- Building and managing customer relationships
- Creating marketing materials like presentations



SOCIAL MEDIA

Sample Tasks

- Creating social media posts and graphics
- Scheduling social media posts across platforms
- Develop strategies and tactics to grow socials
- Engage with your online community



PROJECT MANAGEMENT

Sample Tasks

- Creating and maintaining plans and schedules
- Assigning tasks and monitoring progress
- Developing and tracking budgets
- Conducting research and analysis

How Dojo Works

1



DISCOVERY

Complete the signup form to tell us about your goals, needs, and role qualifications.

2



RECRUITMENT

We search, select, and interview candidates based on your specific needs and send you the top 3 VAs within 3-5 business days.

3



SELECT

Interview your top choices with our client success manager and select the best fit for you and your team.

4



ONBOARD

You'll meet with our client success manager to discuss SOPs, comb through tasks, and discuss metrics for success.

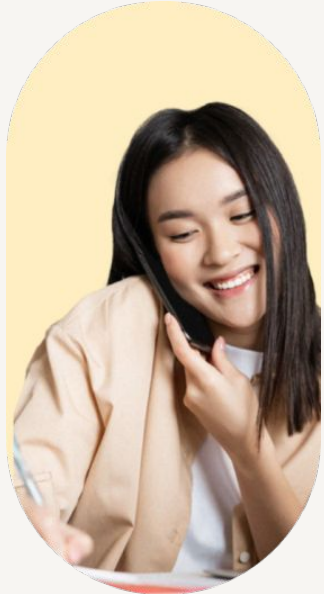
5



DELEGATE

Start working directly with your new team member and let our success manager help you with anything else you may need!

Join dozens of founders who want to take it to the next level.



STARTER

\$599
per month

40 hours of VA Services

Best for small businesses and entrepreneurs who only need occasional support.

PRO

\$999
per month

80 hours of VA Services

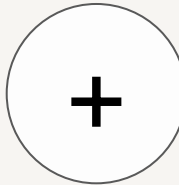
Ideal for businesses who require ongoing support, but still wants to keep costs under control.

PREMIUM

\$1799
per month

160 hours of VA Services

Perfect for larger businesses that require a full-time VA to manage all their administrative tasks.



SETUP FEE

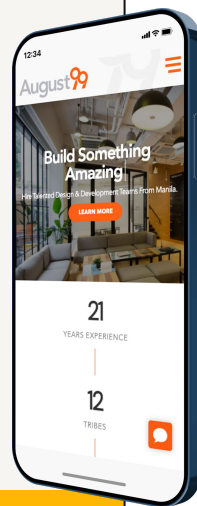
\$200
One-time

Inclusions

- Recruitment
- Onboarding Training and Orientation
- Payroll and QTime Setup

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We love helping startups grow & we've been doing it for a long time.



23

YEARS IN BUSINESS

27k+

CLIENTS SERVED GLOBALLY

3

YEARS AVERAGE TENURE

97%

TEAM RETENTION RATE

1999

The A99 founders opened up its first beach office in Los Angeles and began building websites for real estate agents.

2003

Expansion of A99's web production office in Manila and hiring of more developers, designers, art directors, and project managers.

2012

Dojo is launched its headquarters in Singapore as A99's outsourcing services to serve B2B clients around the world.

2020

Dojo has transformed into a strong company of distributed teams, with a shift towards startup building and offering virtual assistant services.



**We'd love to hear
from you.**



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