

virtualLatinos

Client Road Map

Hiring Virtual Professionals from Latin America



Hiring *your Latino Virtual Assistant*

Virtual
Latinos

Believe You Can

Welcome to Virtual Latinos! We're a U.S. based company on a mission to connect fast-growing companies with top-tier, bilingual talent from Latin America.

This isn't just outsourcing, this is the *Virtual Latinos Effect*. Hundreds of businesses have scaled faster, smarter, and more cost-effectively by leveraging our human-centered, results-driven approach. Ready to become our next success story? [See how others did it!](#)

In this roadmap, you'll learn the steps to hire a trusted virtual professional and build your remote team through Virtual Latinos.





How IT WORKS

When you choose to hire a virtual professional through Virtual Latinos, our expert recruitment team handles the entire hiring process—including sourcing, pre-vetting, selecting the best candidates, conducting preliminary interviews, and more.



☐ **STEP 1: REGISTER ON OUR WEBSITE**

If you've already registered on our website, there's no need to do it again.

☐ **STEP 2: ALIGN WITH OUR HIRING EXPERTS**

- Describe your business goals and ideal VA profile.
- Complete the Hiring Survey and book your strategy session with a Consultant.
- We'll align on role expectations, skills needed, and your team's culture.

☐ **STEP 3: REVIEW PRE-VETTED CANDIDATES**

- We source highly qualified candidates tailored to your business needs.
- Candidates are carefully vetted and interviewed to align with your expectations.
- You'll receive a refined shortlist of the top 3-4 best-fit candidates.

☐ **STEP 4: SELECT YOUR PERFECT FIT**

- Review the top candidates' profiles.
- Meet and interview final candidates.
- Choose your new team member, ready to empower your business.

SET UP *Your Payment Method*

We offer two secure options:

- **ACH Transfer (No Fees)**
 - Available for **US** clients
 - Preferred by 75% of clients
- Credit Card (3.5% + \$0.75 per transaction)
 - Available for **US** and international clients

ACH is the most cost-effective for US-based clients.

WORK WITH HIGHLY TALENTED *Virtual Professionals*

Click below to discover our available roles and tiers:

[EXPLORE MORE ROLES](#)



COMPREHENSIVE *post-hire assistance*

Even after hiring, we're by your side:

1

ONBOARDING & RETENTION

We focus on long-term success. From smooth onboarding to retention strategies, we guide you in building strong, lasting relationships with your remote assistant.



2

ONGOING SUPPORT & PROBLEM-SOLVING

Our dedicated Success Account Managers support ongoing relationships, handle HR issues, and manage administrative tasks.

3

BUSINESS & TEAM GROWTH GUIDANCE

As your business scales, our team provides strategic insights and expansion guidance to help you maximize your potential.



FREQUENTLY ASKED QUESTIONS (FAQs)

1 | How long does the hiring process take?

Typically, 7–10 business days.

2 | What types of roles can virtual professionals handle?

We cover a wide range of industries and specialties—from administrative, marketing, sales support, and customer service to specific roles such as appointment setters, medical records coordinators, performance data analysts, legal specialists, and more. **Every role is tailored to your goals and business needs.**

3 | How is Virtual Latinos different from other virtual assistant sites?

Virtual Latinos is a leading talent agency dedicated to connecting businesses with the top 1% of bilingual professionals from Latin America. Unlike gig-based platforms or short-term contractors, **we focus on building long-term relationships that prioritize productivity, measurable outcomes, and team growth.**

4 | Do I need to train my Virtual Assistant?

Yes. While virtual professionals are experienced and bilingual, company-specific training helps them succeed in your workflow. Just like when you hire a regular employee, they'll need to go through your training and onboarding process to become members of your team.

5 | What happens if the virtual professional isn't the right fit?

We offer a replacement process based on our Replacement Guarantee Policy and support your search for a better fit.

6 | How soon can I expect my virtual professional to start?

After you select your new team member, most clients begin working together within a few days. We also support your onboarding and setup to ensure a smooth launch.

THANK YOU!

Virtual Latinos Team

