

VIRTUAL PURSERS

7 5 T A S K S



20
24





FOCUS ON WHAT MATTERS

Are you overloaded with administration? Not enough hours in the day? Important tasks are lacking your attention? Feeling overwhelmed? Managing too many things at once?

We are here to help! Introducing your Administration Extraordinaires! We do everything a Purser does, just virtually. Giving you more time and less stress.

Here are 75 tasks you can delegate today!

GET IN TOUCH
info@virtualpursers.com



What is in our Guide?

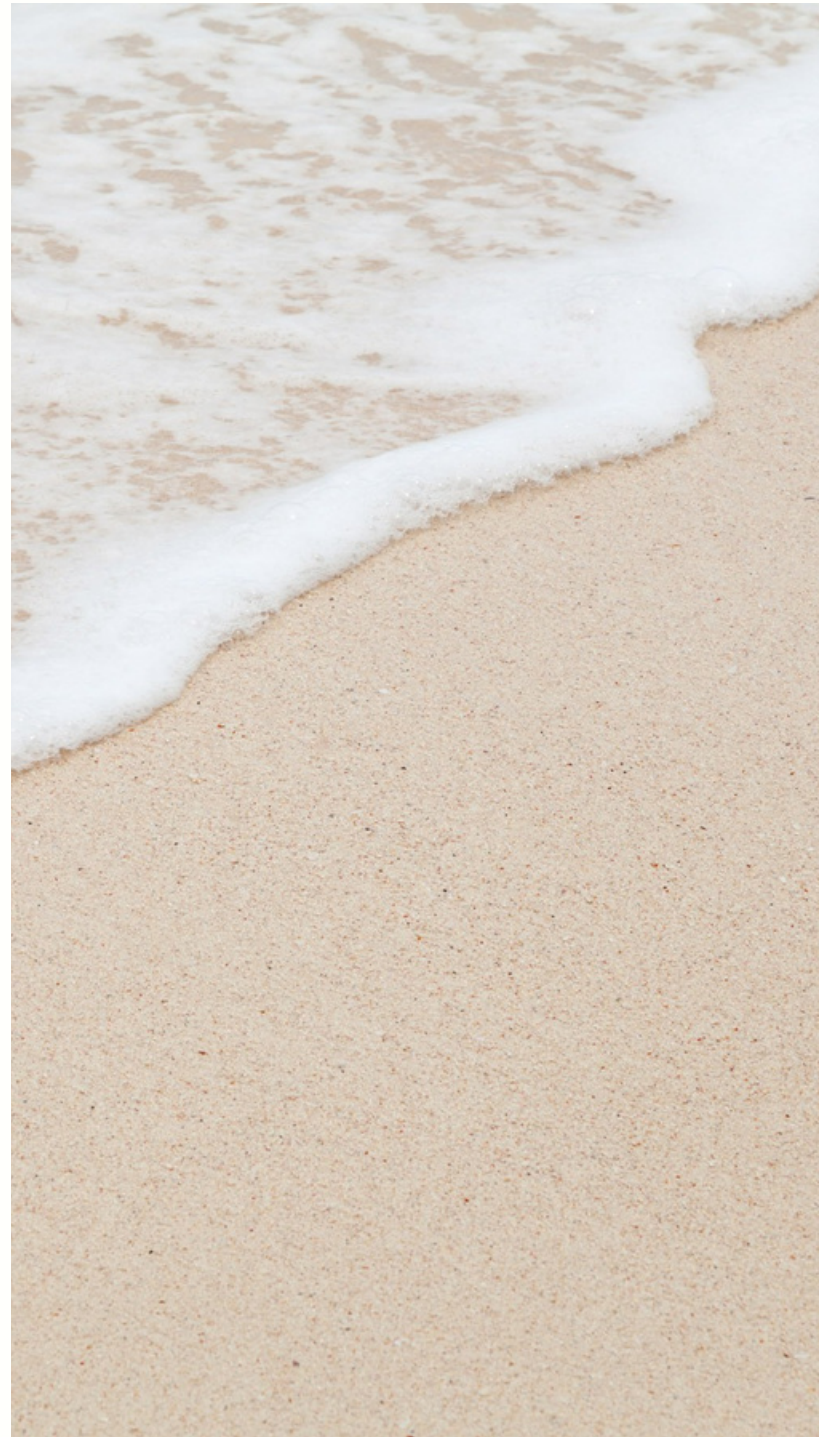
- Does this sound like you?
- Our promise to you
- 75 tasks you can outsource to VP
- Case study
- BONUS: Simple setup, effective results





Does this sound like you?

- You feel as though your time is stretched thin.
- You have a hefty workload.
- You often miss out on spending time with friends, and family.
- You struggle to juggle multiple responsibilities.
- You are losing focus.
- You experience stress and feel overwhelmed.
- You lack a sense of productivity.
- You are unable to provide guests/crew with the attention they deserve.



Our Promise

One

You don't need to work harder, you need to **Work Smarter**. Outsourcing your yacht administration to Virtual Pursers will allow you to ***focus on what matters.***

Two

Virtual Pursers know time is a precious commodity, if you outsource your tasks to our team of industry specialists, it will save you, your team, and your client ***time, effort, and money.***

75 tasks you can delegate to VP today

Crew Travel

1. Visa applications
2. Flights
3. Transportation/transfers
4. Accommodation
5. Leave management
6. Travel paperwork
7. Calendar management

Accounts

8. Invoice management
9. Account entries
10. Payments
11. Assisting with payroll
12. Salary reviews
13. Crew expenses
14. Cash expenses
15. Credit card reconciliation
16. Budgeting / forecasting
17. Category coding

Crew HR

18. Contracts
19. Onboarding
20. Offboarding (EoE's)
21. Crew forms
22. Certificate tracking
23. Certificate renewals
24. Crew/Role responsibilities



75 tasks you can delegate to VP today

Port Clearances

- 25. Arrival paperwork
- 26. Departure paperwork
- 27. Pilot bookings
- 28. Local yacht agent comms
- 29. Crew lists
- 30. Guest lists
- 31. Cash declarations
- 32. Personal effects
- 33. Immigration and Customs

Crew Medical

- 34. All paperwork
- 35. Insurance claims
- 36. Assisting with appointments
- 37. Communications between all parties

SOPs / Systems

- 38. SOP creation
- 39. SOP implementation
- 40. System setup and management
- 41. IT programs set up
- 42. Manuals



75 tasks you can delegate to VP today

Permits & Applications

- 43. Seaman's book applications
- 44. Flag endorsements
- 45. CeC endorsements
- 46. Travel permits
- 47. Charter permits
- 48. Vessel registration
- 49. Local permits
- 50. Credit card applications

Adhoc Administration

- 51. Meeting minutes
- 52. Vessel calendar management
- 53. Email management
- 54. Social media management
- 55. Brochures
- 56. Presentations
- 57. Guest forms

Crew Hiring

- 58. Job description
- 59. Advertisements
- 60. Review applications
- 61. Phone interview/Initial screening
- 62. Interviewing/vetting
- 63. Applicant assessment
- 64. Reference checking





75 tasks you can delegate to VP today

Culture & Wellbeing

- 65. Create training programs
- 67. Performance reviews
- 68. Implement a well-being program

New Builds

- 69. Managing subcontractors
- 70. Yard access
- 71. Crew housing
- 72. Crew per diem
- 73. All local concierge
- 74. Assist with project management
- 75. Implementing the Virtual Purser's Purser BluePrint





Case Study

Meet Captain Chris



The Problem

Chris captains a busy 50m private yacht where owners and guests frequently come and go.

Managing crew travel and HR, monthly accounts, along with meeting the demands of the vessel and its owners has become a challenging task for Chris.

These are common challenges experienced by many yacht captains.

Solution & Outcome

Chris and VP discussed how to best support him and lighten his workload, leading to...

Now, Chris can concentrate on managing the vessel and providing the guests with the attention they deserve.

The yacht's owner is enjoying their time on board, along with their guests, while the crew observes Chris being more composed and in control.

In summary, more time, less stress, delighted guests, and a big smile!

Bonus:
Simple setup,
effective
results



1. Initial Outreach

Contact Virtual Pursers.

2. Consultation

We will conduct a full consultation to understand your needs and how best to support you.

3. Onboarding

We will set up programs, communication platforms, and standard operating procedures, and implement a working system.

5. Ongoing Support

Ongoing team support saves you TIME and ENERGY!

Meet Us



Dominique Smit
Co-Owner / Managing Director



Bec McKeever
Co-Owner / Managing Director

Contact



+614 11 658 491 (GMT +10)



info@virtualpursers.com



www.virtualpursers.com



Worldwide



THANK YOU

