




VIRTUAL ASSISTANTS

SUPPORT THAT SCALES WITH YOU



 **monday**
Certified partner



**START YOUR OUTSOURCING
JOURNEY TODAY**

Who We Are



Mintrix Virtual Assistants is a trusted partner for small business owners who want to scale without the stress.

We're an Australian-owned company dedicated to connecting you with reliable, professional VAs from the Philippines.

With a strong focus on people, process, and performance, we take the time to understand your business so we can match you with the right support.

Why Choose Us

- Ethical and Transparent Pricing
- VAs Work Australian Business Hours
- Proven Recruitment & Vetting Process
- Long-Term Client-VA Partnerships
- Dedicated Australian Client Manager
- Hands-On Onboarding & Support



**Backed by Mintrix
Business Advisory**



**Tailored to
Australian Small
Businesses**



**Ongoing Support &
Skill Development**



**Over 100+ Positive
Google Reviews**



**Certified
Monday.com
Partner**



Our Service

We handle recruitment, onboarding, and ongoing support so you can focus on running your business. From finding the right VA to ensuring they integrate smoothly into your team, we're with you every step of the way.

ADMIN SUPPORT



SOCIAL MEDIA MARKETING



CUSTOMER SERVICE



BOOKKEEPING & DATA ENTRY



LEAD GENERATION



How it Works



Book a Call

Tell us what you need and where you need support.



We Recruit

We find a skilled, full-time VA matched to your business needs.



Onboard & Train

We prepare your VA with Aussie business culture, systems, and your processes.



Ongoing Support

We manage the relationship, provide regular check-ins, and track performance.

Testimonial



Max Rous, Shy Tiger



I trust them to understand my brief, secure the talent, onboard the VA and provide end to end services.



OUR TEAM



TRICIA



AC



CRISTINE



REEVES



CHESKA



LEONUEL



DENMARK



BRIANNE



JOSEPHINE



ROSETTE



DRANREB



STEPH



KATE



KAMILA



KIANA



LEONARD



ANGELINE



TRACY

OUR CLIENTS



Laila and Me





LET'S GET STARTED

Scan to book your free
discovery meeting and start
growing your team today!



[\(03\) 9070 8190](tel:(03)90708190)



hello@mintrix.com.au



11 Commercial Drive,
Thomastown VIC 3074



www.mintrix.com.au