



Pink Diamond VA

Your Rare Find in Virtual Legal Assistance



“Transforms chaos into clarity, making every task feel effortlessly handled.”

Jenny Anderson

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021 467 458

How Two Decades in Law Inspired My VA Business

At 18, I began my legal journey as a receptionist at a busy three-partner city law firm, balancing work with studying for my Legal Executive Diploma. Over 12 years, I progressed to Legal Executive and Office Administrator, mastering every aspect of running a legal practice.



I later joined a husband-and-wife law firm on the North Shore, where I honed my skills over 11 years, taking on diverse responsibilities like client onboarding, trust account management, and marketing. A brief stint at a large firm confirmed my passion for smaller, dynamic environments where I could make a real impact.

Seeing how small firms and solo practitioners struggle with admin and compliance, I knew I could help. With over 20 years of experience, I founded Pink Diamond VA to provide flexible, expert support, allowing lawyers to focus on practicing law while I handle the rest.

Let's streamline your practice and lighten your load!

“

*One meeting with me
is all it takes to create a
lasting partnership -
because I get it!*

”

As a Virtual Assistant (VA) I will offer you:

- Clear communication
- Mutual understanding
- Structure.
- Strong consultation helping to define goals, tasks, and expectations.
- Regular check-ins and project management tools keep everything on track.
- Trust is key.

You provide the resources, while I deliver consistent, high-quality work. Success depends on collaboration, flexibility, and shared goals.

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Time is Money!

Choosing the right support can make all the difference in your firm's efficiency and bottom line. Here's a quick comparison of agency temps, permanent employees, and NZ-based Virtual Assistants to help you decide.

Option	Pros	Cons
Agency Temp	On-site presence, quick placement, and managed hiring/payroll.	High costs, limited continuity, delays, and lack of legal expertise.
Permanent Employee	In-house support, full availability, control over training/workflow.	High overhead costs, recruitment challenges, and fixed downtime costs.
NZ-Based Virtual Assistant	Cost-effective, tailored support, legal expertise, flexibility.	Remote support requires separate help for physical tasks.

A Virtual Assistant provides cost-effective, flexible, and highly skilled support without the overhead of permanent employees or the short-term nature of agency temps. For consistency and expertise, a VA is your best bet.



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Services Tailored to Your Needs

Flexible support to streamline your business and lighten your workload

At Pink Diamond VA, I offer flexible, tailored support to keep your business running smoothly. From trust account management to legal admin and general office tasks, I'm here to lighten your load and streamline your processes.

How I Work

On-Demand Support:

Log tasks as needed, project-based pricing, or pre-purchased credits for ongoing support.

Flexible Options:

Choose from hourly rates, project-based, or pre-purchased credits for ongoing support.

Retainer Plans:

Secure consistent support with a discounted 3 month plan, including a set number of hours.

Pricing Made Simple

- **Hourly Rate:** Perfect for one-off tasks or occasional help.
- **Project-Based:** Ideal for larger projects like system setups or template creation.
- **Credits:** Pre-purchase hours for flexibility and no long-term commitment.
- **Retainer Package:** Enjoy priority service with a 3-month plan.

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What Now?

Let's Talk About Your Needs!

Ready to lighten your workload and take your business to the next level? Book a discovery call today. In just one conversation, we'll explore your unique challenges and how my tailored legal virtual assistant services can help you work smarter, not harder.

Whether you need support with trust accounts, legal admin, or day-to-day operations, I'm here to provide efficient, reliable solutions when you need them. Let's create a partnership that transforms how you manage your practice.

Get in touch now and let's make your to-do list a thing of the past.

What My Clients Say:

Jenny's love language is helping. She is authentic, hard-working, and experienced. I have had Jenny help with tasks virtually within my business, and I have seen her incredible organisational skills. Jenny has a can-do attitude and is resourceful. Her dedication and experience would make her a valuable asset to any team. *Ainsley*

Jenny is amazing at what she does. Highly recommended. *Amelia*

