ExecWing

EXECWING.COM

NEARSHORE SPECIALISTS

Specialists, on a schedule that fits.

Dedicated specialists from Mexico and Colombia, and the Philippines, for finance, technical, proposal and engineering-support work, with clear guardrails.

Custom schedule · Dedicated to you · Role-specific skills tests · Month-to-month

Bookkeepers

- QuickBooks Online and Xero, reconciliations, AR/AP
- Month-end close with a second-person review

Not a CPA firm. No tax, audit or attest work.

AI & automation developers

- Workflow automation, integrations and internal tools
- AI-assisted processes built around your data rules

Named, least-privilege repo access. No client data in public AI tools without your written OK.

Solution architects

- Solution design, technical discovery and demos support
- Architecture documentation and implementation plans

Supports your team; you keep final technical sign-off.

Proposal & RFP writers

- RFP responses, proposals and compliance matrices
- Content libraries and submission checklists

Your approved materials only. No invented past performance.

Low-voltage design support

- Cabling, access-control and security layouts
- Submittals, bills of materials and as-built drawings

Non-licensed. Your engineer of record reviews and stamps.

Fire-alarm design support

- Device layouts and drafting in your CAD standards
- Submittal packages and documentation

Non-licensed. Your licensed professional reviews and signs.

Scoped and quoted per role.

Specialist roles are scoped on a fit call and quoted per role. Month-to-month, 30-day cancellation, no recruiting fees.

Ask for a quote · execwing.com/contact

How it works

1 Fit call (20 min)

We map your tools, your week and the work you want off your plate, and tell you honestly if it's a fit.

2 Meet your match

We recruit and vet. You interview 2–3 pre-vetted candidates and pick your assistant.

3 Structured onboarding

Secure access setup, playbooks, communication norms and a 30-day success plan.

4 Managed quality

Weekly QA scorecard and a named account lead. Typically live 1–2 weeks after the fit call.

Vetting

- Written English assessment
- Technical skills test, work-sample or portfolio review for each specialty
- Structured interview and reference checks
- Home-office check: backup power and backup internet required
- You interview 2–3 pre-vetted candidates and choose

Quality management

- Named ExecWing account lead
- Weekly QA scorecard shared with you
- 30-day success plan with agreed KPIs
- Coaching first; replacement at no additional cost if the fit isn't right

Security practices

- Confidentiality and data-privacy agreements aligned with local privacy law in the Philippines, Mexico and Colombia
- Least-privilege, named-user access. Never shared logins
- MFA on every system that supports it; credentials shared only via password manager
- Secured devices: updated OS, disk encryption, screen lock, endpoint protection
- Same-day offboarding: access revoked, credentials rotated

We don't hold SOC 2 or ISO 27001 today and won't claim we do. We'll walk through our controls and complete your security questionnaire.

Serving businesses nationwide. ExecWing supports U.S. companies remotely in all 50 states and Washington, D.C., from our base in Chicago, Illinois. Schedules are customized to your needs and budget; Mexico and Colombia are close to U.S. time zones, and Philippines-based assistants work night shifts to cover U.S. hours.

SIMPLE TERMS

- Month-to-month
- 30-day cancellation
- No recruiting fees
- Free replacement if the fit isn't right
- Direct-hire buyout option

Bring us the role. We'll scope it honestly.

Book a 20-minute fit call. We'll map the work, confirm the guardrails for the specialty and recommend the best talent market for it.

execwing.com/contact

hello@execwing.com

Scan to book a fit call

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