ExecWing

EXECWING.COM

TALENT FROM COLOMBIA

Close to Eastern time, all year round.

Dedicated assistants and specialists based in Colombia. Colombia is on UTC-5 with no daylight saving time: the same clock as US Eastern in winter and one hour behind it in summer.

UTC-5, no clock changes · English & Spanish · Dedicated, custom schedule · Month-to-month

Why Colombia

Built for East Coast teams

A normal Bogotá workday overlaps most of the Eastern business day all year. The overlap shrinks for Central, Mountain and Pacific teams.

Two languages, one teammate

Spanish is the first language and English is assessed in every round, so one assistant can serve English- and Spanish-speaking contacts.

Same vetting as every market

Role-specific skills tests, a structured interview, references, and backup power and internet at home.

Measured every week

A weekly QA scorecard, a 30-day success plan with agreed KPIs and a named ExecWing account lead.

Popular roles from Colombia

CLIENT-FACING

- Bilingual customer support
- Sales & SDR support
- Scheduling & intake coordination

EXECUTIVE & OPERATIONS

- Executive assistants
- Operations & project coordinators
- Recruiting & HR coordinators

SPECIALISTS

- Bookkeepers (no tax/CPA work)
- Marketing & social media
- AI & automation developers

A typical day: 9 a.m.–5 p.m. Eastern is 9 a.m.–5 p.m. in Bogotá during US standard time, and 8 a.m.–4 p.m. during US daylight saving time.

Plans customized to your needs.

One dedicated professional, on a schedule customized to your needs and budget. Month-to-month, 30-day cancellation, no recruiting fees. Tell us the role and we'll quote it.

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
- Spanish confirmed in the structured interview for bilingual roles
- Role-specific, hands-on skills test
- 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

Pick the market that fits the role.

Book a 20-minute fit call. We'll recommend the Philippines, Mexico or Colombia for your role and tell you honestly whether a dedicated assistant is the right move.

execwing.com/contact **hello@execwing.com**

Scan to book a fit call

ExecWing LLC is an Illinois limited liability company based in Chicago, Illinois. Assistants are based in the Philippines, Mexico or Colombia and are engaged and managed by ExecWing; they are not your employees. ExecWing does not provide tax, CPA, legal or clinical services. Services are provided under the ExecWing Master Services Agreement and Order Form. Timelines are typical, not guaranteed. Time zones: timeanddate.com.