ExecWing

EXECWING.COM

THREE TALENT MARKETS

The Philippines. Mexico. Colombia.

Three places to find your next teammate, one ExecWing standard. Each assistant works inside your tools, on a schedule customized to your needs and budget.

Three countries · Custom schedule · One vetting process · Month-to-month

MANILA · UTC+8

The Philippines

A large, experienced business-services workforce, with English as an official language.

- Night shifts to cover U.S. hours, standard practice in the sector
- Deep bench for executive and back-office roles

MEXICO CITY · UTC-6

Mexico

Nearshore talent close to U.S. time zones; overlap depends on your zone.

- Most overlap for Central and Eastern
- English and Spanish

BOGOTÁ · UTC-5

Colombia

Nearshore talent on Eastern time in winter, one hour behind it in summer.

- Strong fit for East Coast teams
- English and Spanish

How each country compares with your time zone

Your US time zone	Mexico City (UTC-6)	Bogotá (UTC-5)	Manila (UTC+8)
Eastern	−1 h / −2 h	0 h / −1 h	+13 h / +12 h
Central	0 h / −1 h	+1 h / 0 h	+14 h / +13 h
Mountain	+1 h / 0 h	+2 h / +1 h	+15 h / +14 h
Pacific	+2 h / +1 h	+3 h / +2 h	+16 h / +15 h

Hours ahead (+) or behind (−) your US time zone: US standard time / US daylight saving time. Mexico figures are for Mexico City and the many states that share its time.

Mexico or Colombia when the role needs lots of live calls during your day.

The Philippines for an established talent pool used to U.S. hours.

Not sure? We'll recommend a market on the fit call. Need Spanish? Just ask.

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
- 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.