

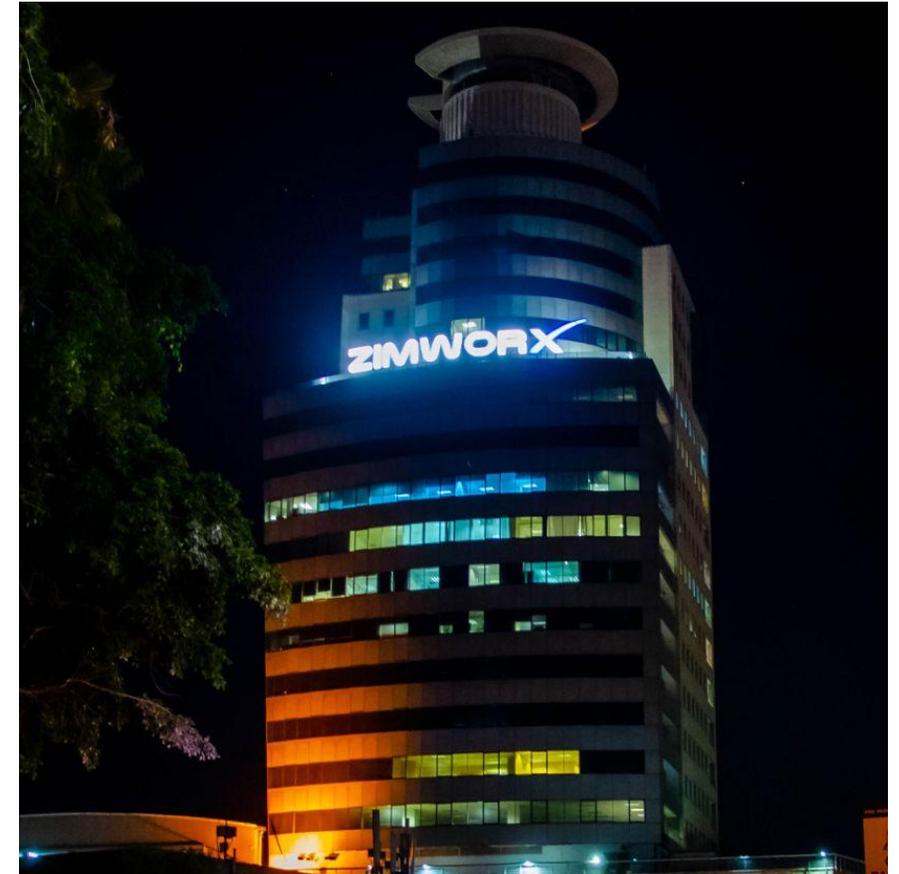
ZIMWORX

**EXECUTIVE
ASSISTANTS**



WHO WE ARE

- **ZimWorX is an outsourcing company that helps companies find the best virtual remote teams for their business.**
- **We enable business growth with an affordable and scalable approach to resource allocation and strategic planning whilst producing career opportunities for Zimbabweans and Costa Ricans.**
- **ZimWorX's outsourcing expertise helps improve organizations' performance and productivity by providing an all-encompassing virtual support team that empowers your local teams so they can excel.**



MISSION & CORE VALUES

“Transforming the Lives of Our Team Members while making a Global Impact for the Kingdom.”

FAITHFULNESS

INSPIRATIONAL

GENEROSITY

EXCELLENCE

RESILIENCE

ABOUT US

ZimWorX improves productivity and efficiency while removing the hassle of recruiting, hiring, onboarding, HR, payroll, or even benefits.



**University-Educated
Team Members**



**Dedicated Team Members
align with your time zone**



**Team Members speak the
"Queen's English"**



No long-term contracts



No work from home



COMMUNICATIONS & SCHEDULING

Email Inbox: Managing and organizing emails, filtering spam, replies, and more.

Incoming Calls: Handling and routing calls as needed.

Calendar/Scheduling: Coordinating appointments and avoiding conflicts.



MEETING & EVENT COORDINATION

Meetings: Preparing materials, note-taking with AI assistance.

Event Planning: Managing logistics, coordinating with vendors.

Speaker Agreements: Organizing and managing speaking engagements.



ADMINISTRATIVE & OPERATIONAL SUPPORT

Follow Up: Ensuring commitments and deadlines are met.

Expense Reporting: Tracking, collecting receipts, report submission.

Document Filing: Maintaining organized and up-to-date files, invoicing, and payroll

STRATEGIC & CREATIVE ASSISTANCE



Research: Conducting market analysis and vendor sourcing.

Lead Generation: Identifying and sourcing business leads.

Presentation Research: Gathering data and insights for presentations.

CLIENT & PUBLIC RELATIONS

Social Media Management: Creating, scheduling posts, strategy development.

Travel Management: Coordinating travel arrangements, and logistics.

Supervising Administrative Staff: Overseeing administrative team functions.

DATA MANAGEMENT & COMPLIANCE



Website Edits: Updating and maintaining the company website.

Graphic Designing: Creating marketing and communication materials.

Data-driven decision making.

OUR LOCATIONS & FACILITIES

- **We have two centers. Our primary center in downtown Zimbabwe and our Spanish/bilingual center in Costa Rica.**
- **Zimbabwe has over two million university educated men and women who are motivated to provide for their families.**
- **The World Economic Forum* calls the Costa Rican workforce the best human capital resource in Latin America due to its highly educated workforce.**



BENEFITS OF USING US

- **We provide Workstations, PC infrastructure, IT Support and Cybersecurity.**
- **HR, Finance and Account Managers who liaise between you and your team member.**
- **We offer employee benefits, private transportation, and healthcare insurance to our team members.**
- **A well supported team member is a productive member of your business- we offer spiritual, emotional and counselling support through our Workplace Wellness/Pastoral Care department.**
- **All provided at a flat monthly fee.**



PROCESS

1. **Schedule a Discovery Call**
2. **Interview team members**
3. **Select Candidate**
4. **Sign Documentation**
5. **Onboarding and IT Integration**
6. **Go!**

Process takes as little as five–seven business days.



OUR WHY

- **“Transforming the Lives of Our Team Members while making a Global Impact for the Kingdom.”**
- **We believe in Our Three Wins**

A WIN for our clients who benefit from increased efficiency and reduced operational costs.

A WIN for our team members who gain employment and benefits that empower them to provide for themselves and their families.

A WIN for the ministries we support around the world where we donate 51% of profits.



LET'S GET STARTED

- **50 – 70% lower payroll costs**
- **Dedicated, dependable and University-educated team members.**
- **HIPAA certified**
- **High level cyber-security**
- **Flat monthly fee - no long-term contracts**



ZIMWORX.com