

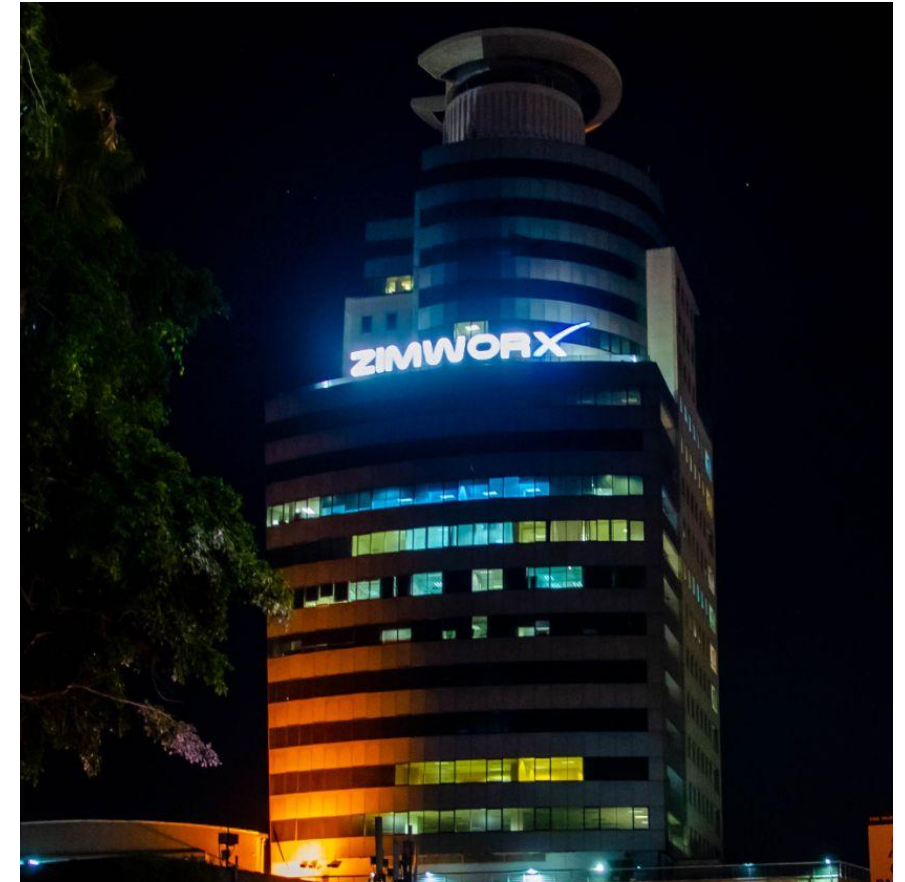
# ZIMWORX

## 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.**

A close-up photograph of a person's hand holding a blue pen and writing on a notepad. The background is blurred, showing other people in a meeting setting.

## 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.**



A person's hand is shown typing on a laptop keyboard. The laptop screen displays a bar chart with the letters 'AD' in large yellow font. Surrounding the laptop are several floating icons: a magnifying glass, a location pin, a target, a shopping cart, a lightbulb, a thumbs up, a group of people, a percentage sign, and a dollar sign. The background is a blurred view of green foliage.

## 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.**

A woman with short dark hair, wearing a white blazer, is looking down at a tablet computer. The image has a futuristic, digital overlay effect with glowing lines and city-like structures. The background is a blurred office or modern building interior.

## 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