

The Executive Administrative Group
18503 Pines Boulevard Suite 310 Pembroke Pines, FL 33029
Tel 786-383-0839
www.theexecutiveadmins.com



CAPABILITIES DECK

Experience the True Power of Delegation!

ABOUT US:

Many think that the power in delegation lies in being able to simply assign tasks to someone else. That thought and need is what often brings our clients in the door. However, once they are engaged, our clients experience the true power of delegation, which is the security and confidence to successfully grow their business as well as prepare for the future.

Working with the Executive Administrative Group gives you access and opportunity to tap into a vast knowledge resource and tackle projects that are going to propel your business forward. The real value of our service is knowing that you not only have support, but you feel supported enough to move your business to the next level, even as you are figuring it out and defining what that next level is for yourself.

We bring to your company 30+ years of hands on experience in high level project execution, administrative process and procedures development, start-up support and event management.

Here are a sample of the tasks you can confidently delegate to our team:

ADMINISTRATIVE SUPPORT

- Email Management & Correspondence
- Scheduling and Calendar Management
- Electronic Filing and Management
- Online Research
- Travel Arrangements
- Inventory Management
- Sourcing & Ordering
- Presentation Creation
- Creation of Standard Operating Procedure Manuals

HUMAN RESOURCE GENERALIST

- Recruiting Support and Management
 - Job Description Creation
 - Ad Posting
 - Pre-Screening
 - 1st Round Interviews
 - Offer Letter Presentation
- Employee Onboarding
 - Welcome package preparation
 - Employee file checklist management
 - Onboarding call & handbook review

- IT coordination
- Payroll system enrollment
- Benefits administration and enrollment
- Payroll Management
- Employee Review Management
 - Review document preparation
 - Review reminders and scheduling
- Incident & Accident Report Management
- Employee Termination/Release Management

LIGHT BOOKEEPING

- Account Receivables
- Account Payables
- Invoicing
- Account Reconciliation into QuickBooks & FreshBooks

MARKETING SUPPORT

- Newsletter Creation & Formatting
- Contact Management
- Meme Creation
- Social Media Management

PROJECT MANAGEMENT

- Project Planning
- Deliverables Scheduling
- Team Accountability Tracking and Management

EVENT SUPPORT

- Pre-Event Administrative Support
 - Email Management
 - Delegate Communication
 - Speaker, Vendor, Sponsor Communication and Management
 - Vendor Sourcing
 - Template and Document creation
- Day Of Event Support & Management
 - Registration Set up and Management
 - Schedule Management
 - Greeting and Delegate Support
 - Vendor Communication

In our line of business, knowing how to efficiently use all the amazing technology at our disposal is key to our successful operations. In addition, this proficiency helps us easily adapt to new systems you may look to implement, affording you the freedom to explore what tools are the best option for your business.

Software Systems we are proficient in using:

CRM's

- Infusionsoft
- Salesforce
- Ontraport
- Hubspot
- 17Hats

Communication - Chat

- #Slack
- WhatsApp
- Google Voice
- Google Hangout
- Join.me
- GoToMeeting
- Zoom Conference
- Uber Conference
- Skype
- Remind

Communication - Email Marketing

- Constant Contact
- MailChimp
- Kajabi

Project Management

- DaPulse
- Asana
- Basecamp
- Teamwork
- ProWorkFlow

Video & Audio

- YouTube
- Vimeo
- Podbean

Financial

- Quickbooks
- FreshBooks
- NPC Secure
- PayPal
- Square
- Stripe
- Virtual Terminal

Email

- Outlook
- Gmail
- Network Solutions
- GoDaddy Webmail
- Microsoft365

Storage

- DropBox
- Basecamp
- Google Drive
- Box
- One Drive

Creative Tools

- Canva
- AdobeStock

Social Media

- Facebook
- Twitter
- Snapchat
- Instagram
- Hootsuite

Website Management

- Wordpress
- Blogger
- WildApricot
- Wix
- GoDaddy

Payroll Systems

- ADP
- Gusto
- Paychex