

You, delegated.



AssistPro™'s specialized matching process pairs you with the exact administrative help you need—be it at the start of your venture or at a key turning point for your organization. Our Managing Assistants own and execute the mission-critical details of your day-to-day business—and we also specialize in supporting EOS® Implementers. No more missed calls, lost leads, unconfirmed appointments, or open schedules. With a trustworthy partner to delegate to, you will elevate your practice.

Your Managing Assistant is trained on:

- The EOS® Admin Process
- Lead and Client Management
- Invoicing and Billing
- E-mail Management
- Orchestrating Travel
- Scheduling
- Expense Reports

Your Managing Assistant has what it takes:

- Professional
- Detail—Oriented
- Efficient
- Proactive
- Solution—Oriented
- Self-Motivated
- Accountable

**Our primary goal is to free up your time and headspace,
so that you can be even more successful.**

1. **Professional:** AssistPro™ team members are carefully selected based on tenured backgrounds in customer service and proven expertise working with C-Suite clients.
2. **EOS®-Versed:** Our Managing Assistants receive ongoing training in EOS®. They are familiar with the “language” and process, and apply it in weekly L-10 meetings.
3. **Guarantee:** We work with you to find the Managing Assistant with best fit. If we can't achieve this to your satisfaction we will refund you one full block of time.

CALL NOW!

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With an AssistPro™ Managing Assistant, you can delegate everything.
Except genius. That belongs to you.