



SERVICES FOR EXECUTIVES Admin Placement

WHAT IT IS

Exceptional Admins is equipped with a unique library of expertise, developed from over a decade of first hand executive assisting experience, 1000s of calls with current admins, and over 150 nationwide placements. Leverage the expertise through partnering with Exceptional Admins.

HOW IT WORKS

A curated plan is outlined to support a successful arrangement, therefore, producing results.

The process includes:

- Identifying burdens
- Poaching vs. solely posting
- Discovering hiring value across organization
- Advising on best partnership practices

WHAT WE PROVIDE WITH PLACEMENTS

Partnership Overview	Traditional Recruiters	Exceptional Admins
Leverages applicable, career experience		✓
Inquisitive questioning to discover deeper insight which supports finding your administrative style fit		✓
Applicable career assessment process		✓
Rich job description		✓
Recorded video interviews		✓
Executive and assistant best practices guidance during interviewing		✓
Executive and assistant best practices for first 90-days		✓

GET STARTED

Connect with us at Hilani@exceptionaladmins.com

"Hilani is very engaging on the topic of administrative professionals. The depth of knowledge she has instantly gave me comfort. Every step of the way, she advised and positively challenged me. I couldn't be happier with the person we added to our team."

- CLIFTON, CEO

TESTIMONIALS

"She brings electric energy to a room, you can feel it when she starts talking about the power of an exceptional admin. I can be found saying to colleagues and strangers, 'All EA roads lead to Hilani.' She's the blue chip in the industry."

- PETER, Global, Keynote Speaker

"Her history as a top-tier assistant is evident within the first 10-minutes of a call. She earned my trust quickly because she understood me and my pain points, and what type of assistant I needed to relieve them. Now having first-hand experience, I look forward to endorsing her firm."

- JOHN, Managing Partner