



Rubicon
International

EMPLOYMENT OPPORTUNITY

EXECUTIVE ASSISTANT



ABOUT RUBICON

Rubicon International is an educational technology services firm known for its leadership in the field of curriculum management. Using Atlas, the curriculum management program developed by Rubicon, the firm partners with public and independent schools throughout the world to plan and implement Web-based curriculum mapping. Rubicon is committed to being a world-wide leader in making a difference in teaching and learning. The Atlas Education Centre, located at Rubicon's offices at the World Trade Center in downtown Portland, is the first educational and training facility devoted entirely to curriculum development and the sharing of best practices.

RESPONSIBILITIES

The Executive Assistant will provide high-level administrative support to the Managing Partner of Rubicon. The successful candidate will:

- Operate cohesively with those responsible for the overall administrative operations as well as with the boarder team.
- Provide exceptional client service.
- Handle time sensitive and confidential correspondence.
- Manage event coordination.
- Maintain and continually elevate the firm's internal and external marketing presence.

REQUIRED PROFESSIONAL/PERSONAL SKILLS

- Enthusiastic, confident and self-motivated with a strong interest in the field of Education.
- A minimum of 3 years administrative experience.
- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group of people.
- Ability to successfully engage in multiple initiatives simultaneously.
- Analytical expertise and detail oriented focus.
- Familiarity with planning extensive international and domestic travel.
- Highly proficient in desktop applications including the Microsoft Suite
- Experience or familiarity with educational systems, processes and terminology a plus.

Location: Portland, Oregon

Hours: Full-time

Dates: Immediate

This is a salaried opportunity based on skills and experience.

Interested candidates should email a resume, cover letter and 3 references to:

Kathrine Giacchino
Rubicon International

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