



Rubicon
International

EMPLOYMENT OPPORTUNITY

OPERATIONS TEAM MEMBER



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 Operations Team Member is responsible for overall administrative management of the Rubicon Headquarters office as well as satellite offices. The successful candidate will:

- Provide exceptional service to both internal and external clients.
- Execute event coordination.
- Handle time sensitive projects.
- Manage daily office operations.
- 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.
- Exceptional organizational skills and leadership qualities to manage and coordinate complex projects.
- Flexible with a strong interest in working in a team environment.
- 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. Knowledge of Photoshop is a plus.
- 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:

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