



HUMAN RESOURCES ASSISTANT—PART TIME (20-25 hours/week)

PADI, the global leader in Scuba Diver Training, is searching for a PT HUMAN RESOURCES ASSISTANT to join our HR team at our corporate headquarters in Rancho Santa Margarita.

PADI offers its employees a unique culture centered around an active lifestyle, fun and hardworking colleagues, interesting work and competitive salary. We are an amazing company searching for amazing people to join our team!

Founded in 1966, PADI has grown consistently through our 52 years in business, continually raising the bar for the industry we are all so passionate about. We know who we are as a company but never let that hold us back from reinventing ourselves and keeping our mission modern and relevant. One thing that stays consistent is our mission to be “The Way the World Learns to Dive”. PADI certified our 25 millionth diver in 2016, an achievement no other scuba diving agency can claim.

PADI strives to create a work environment that respects individual contribution while maintaining a strong team approach for successful execution of business objectives. The executive team believes in a work-life balance that enables employees to meet their personal and family needs with flexible hours and an extensive benefits plan.

PADI has been voted an Orange County Top Workplace in 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015 and 2016.

The Part Time HR Assistant is a key member of our HR team whose focus is to provide solid and consistent support for the department with a unique opportunity to play a role in all areas of the Human Resources department. Additionally, the HR Assistant is a resource for our PADI staff for support and assistance.

The Part Time HR Assistant will be responsible for providing administrative support in the areas of record-keeping, leave tracking and compliance and assisting in candidate screening recruiting efforts. They will assist with numerous special projects throughout the year. We are seeking someone who enjoys learning new things, is enthusiastic about providing outstanding service to their teammates and our staff and who can embrace challenges with a problem solving approach.

Our ideal candidate will have the following background and experience.

- Bachelor degree or degree in progress in Human Resource Management or related field
- Minimum one year office work experience
- Able to follow directions
- Interacts well with co-workers
- Ability to work with a wide variety of people with diverse backgrounds
- Solid and proactive communication skills
- Customer service orientation
- Consistent time management skills
- Positive and proactive approach to the workplace
- Willingness to learn
- Familiarity with MS Office suite
- HRIS system experience a plus

PADI is an Equal Opportunity Employer. We offer a flexible work environment and a fun team to be a part of. Among the highlights at our Orange County headquarters are multiple break rooms, including a large one with a pool table, a ping-pong table, vending machines and books for leisure reading. Recreational amenities include an on-site gym, half basketball court, an on-site swimming pool and shower-equipped locker rooms.

If this job sounds interesting to you and you meet these requirements described above we'd like to get to know you! Please submit your resume & salary requirements at jobs@padi.com. To learn more about our company visit us at www.padi.com. Applicants must possess the right to work in the United States.