



## **SENIOR CONTRACTS CONSULTANT**

PADI, the global leader in Scuba Diver Training, is searching for a full-time **Senior Contracts Consultant** at our corporate headquarters in Rancho Santa Margarita, California. PADI offers its employees a unique culture centered around an active lifestyle, fun and hardworking colleagues, interesting work, competitive salary and outstanding benefits. We are an amazing company searching for amazing people to join our team!

Reporting to the Sr. Vice President, Legal Affairs, the Sr. Contracts Consultant is responsible for assisting the Senior Vice President and the department with contract development and maintenance, filing copyrights on product and maintaining the copyright process, assisting the Company's licensure and litigation processes and serving as the company's Custodian of Records.

### **What You Will Do**

In your role, you will be responsible for the following:

- Prepare and file application for copyright registration for products produced by PADI, including foreign translations submitted by LAOs.
- Prepare initial draft and follow up negotiated modifications of contracts, license agreements and letters of agreement based on existing corporate template and local law.
- Review third party initiated contracts and miscellaneous documents. Recommend modifications. Review changes and subsequent drafts to ensure final form is acceptable for PADI
- Coordinate review of contracts by appropriate departments and executive management and maintain adequate tracking of contracts in-the-flow to assure timeliness.
- Coordinate the review and comparison of various draft versions of contracts to ensure changes agreed to by the parties have been properly incorporated.
- Coordinate execution of contracts by all parties.
- Maintain originals and electronic file copies of contracts; develop and maintain matrix to ensure timely renewal/termination of contracts. Notify departments when contracts are up for review; draft amendments for extended terms and modifications; termination letters and other correspondence.
- Research, understand, and respond to questions by departments and offices regarding contract terms, problems and interpretation.
- Draft contest official rules for PADI contests.
- Create and or update reference guidelines and protocols for copyright and contract development, review and maintenance for use by various departments.
- Interact with attorneys on various legal issues as needed.
- Research and assist in the filing of various state and federal licenses and certificates, as may be needed from time to time.
- Assist the Senior Vice President and Company legal counsel in litigation obligations, including document requests, coordinating answers to various pleadings, research, etc.

- Serve as the Company's Custodian of Records

### **Skills and Experience You'll Need to Be Successful In This Role**

- Minimum two years experience as a legal assistant, paralegal or legal secretary.
- Experience in contract matters required and intellectual property experience preferred.
- Bachelor's degree preferred; Paralegal or Legal Secretary Certificate preferred.
- Education and/or experience in corporate legal department a plus.
- Paralegal or Legal Secretary Certificate preferred.
- Scuba diver certification a plus.
- Notary Public a plus.
- PC literate.
- Working knowledge of word processing, database and spreadsheet software, specifically, MS Word, Excel.
- Dedication to customer service.
- Absolute confidentiality required.
- Professional attitude and telephone manner.
- Ability to handle several priorities at once with attention to detail and time requirements.
- Strong organization and project development/management skills; requires minimal supervision.
- Excellent administrative skills; grammar, spelling, letter composition.

Founded in 1966, PADI has grown consistently through our 53 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 has certified over 27 million divers during our history, 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.

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](mailto:jobs@padi.com). To learn more about our company visit us at [www.padi.com](http://www.padi.com) Applicants must possess the right to work in the United States

PADI is The Way the World Learns to Dive.

<https://www.youtube.com/watch?v=w8-KikOUWME>