



TRANSLATIONS PROJECT COORDINATOR

PADI, the global leader in Scuba Diver Training, is searching for a full-time **Translations Project Coordinator** 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!

Join our success! The Translation Project Coordinator will assist the Translations Department within the Production Department in managing the process of translating PADI materials and making them available to their respective audiences.

This person will be responsible for developing and project management of the exceptional materials and course design for print and digital output. The Production Department team works with subject matter experts to write and revise educational materials used by all members of PADI, including non-English speakers.

What You'll Be Doing

- Working collaboratively with translators, translations vendor and internal teams to ensure quality and timely delivery of completed translation projects
- Track and report on the status of translation projects
- Work with Creative Team to review and proofread translations from Padi translators, translations vendors and reviewers
- Annotate, prepare and organize source content for submission to translator and reviewers
- Ensure translated products are updated to reflect updates in English materials
- Conduct quality assurance of translation projects, testing e-learning courses, reporting bugs and re-testing fixes
- Contribute to the long term development of localization best practices
- Identify process improvement opportunities
- Assess member feedback about existing translations

Education, Skills and Experience

- Proficient in any foreign language: Chinese Simplified/Traditional and/or Japanese preferred but not required
- Outstanding writing, editing and proofing skills in English
- Good communication skills
- Ability to multitask, with strong organizational skills and attention to detail
- Ability to work independently and collaboratively

- Knowledge of translation management systems and glossary development is an advantage.
- Knowledge of working with Trados Translation software preferred

Requirements

- Bilingual
- Bachelor's degree in related subject matter or equivalent experience
- Translation/Localization experience preferred
- Proficient with editing tools, including Acrobat Pro and Microsoft Office

Founded in 1966, PADI has grown consistently through our 53 years in business, continually raising the bar for the industry for which we have such passion. We know who we are as an organization 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 a robust benefits offering.

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 permanent right to work in the United States.

PADI is The Way the World Learns to Dive.

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