



ASSOCIATE GRAPHIC DESIGNER

PADI, the global leader in Scuba Diver Training, is searching for a full-time **ASSOCIATE GRAPHIC DESIGNER** 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 Production Manager, the Associate Graphic Designer will support the design team in laying out and producing instructional materials, eLearning products, internal communications materials, including working with existing templates and assets in multiple languages, ensuring technically accurate and industry standard production-ready artwork to meet production needs for vendors and digital delivery. They will also work with digital asset management (DAM) systems, supporting digital asset management by maintaining files, digital assets, and server organization.

What You Will Do

- Build, maintain, and release digital files for pre-press or other production hand-off from design team.
- Place and style copy to spec or as otherwise directed.
- Maintain all history of revisions.
- Work closely with design team to implement changes in a timely manner.
- Assist in maintaining the asset database on server.
- Maintain consistent naming conventions.
- Maintain knowledge of current graphic-design software and hardware.
- Manage production aspects of jobs handed off from manager/designers.
- Maintain file-management process and procedures.
- Check layout specs, including bleed, trim, resolution, color space, and file management.
- Works collaboratively with a team of graphic designers and translations team with all product mediums (print, digital, web).
- Attend department project status meetings to represent progress on assigned projects and participate in decision-making, problem solving, and the prioritization of assigned projects.
- Ensure previous versions or project files are archived consistent with protocol when new versions are created.

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

- 1–3 years' graphic design experience
- Higher education experience preferred but not required (prefer design, art, advertising, marketing majors)
- Proficiency in the Macintosh computer systems with Adobe Creative Suite software.
- Experienced in layout in multiple languages would be helpful
- Must be able to demonstrate previous layout and design experience by presenting a professional portfolio at time of the interview.
- Demonstrate knowledge in both print production as well as digital production (i.e: website design, mobile applications, etc.).
- Knowledge of design, typography, type specification and typeface.
- Professional level knowledge in the use of the Adobe Creative Suite of software - particularly InDesign, Photoshop, Illustrator and Adobe Acrobat.
- Good verbal and written communication skills.
- Experience with LMS systems
- Has prior experience with DAM systems (maintaining files, digital assets, and server organization).
- Must have excellent interpersonal communication skills

- A highly organized, proactive, and eager-to-learn approach
- Experience and interest in learning new software programs, research processes
- Ability to absorb and apply constructive criticism from peers and clients with a professional approach & flexibility
- Ability to interpret and follow brand guidelines, creative brief's and general instructions
- Deadline driven with the ability to multi-task
Attention to detail

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 a robust 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 to 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.

PADI is The Way the World Learns to Dive.