



PRODUCTION SPECIALIST

PADI, the global leader in Ocean Exploration, is searching for a full-time **PRODUCTION SPECIALIST** 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!

The Production Specialist will report to the Production Manager and work side by side in the daily planning and scheduling of all production work associated with PADI's learning products. This individual must be highly organized, detail oriented, have exceptional communication skills, and be able to work collaboratively with a variety departments to ensure deadlines are met and quality is maintained.

The Productions Specialist will work closely with the graphic designers, contractors, translation coordinators, and Product Operations and Supply Chain departments to balance the workload and priorities for reprints and revisions of our learning products (digital and print). In addition, the Production Specialist will assist with forecasting, budget creation and tracking, and workflow analytics to improve efficiency and predictability.

This role serves all PADI offices and affiliate companies with direct, clear communication and responsible action to meet company goals and achieve the corporate primary objectives. Seeks progress, and solutions in all areas of responsibility.

What You'll Be Doing

- Work closely with all cross-functional teams to ensure goals and requirements are understood, well communicated, and timelines are achieved with desirable results.
- Prepare departmental costs and variances reports with regard to productivity, short and long-range planning, labor scheduling, translated product releases.
- Work with the Production Manager to evolve and organize our current digital asset management system to create a consistent universal metadata sorting protocol
- Work closely with the Training and Product Operations departments to create and maintain a production calendar/schedule for revisions based on print deadlines, reorder schedules, and resource capacity
- Create job ticket requests for new development and revisions of existing materials to ensure trackability and proper documentation
- Step in as necessary to assist with any production design work (using Adobe InDesign) needed to help meet print deadlines
- Provide clear verbal and written communication about the status of all production efforts, and related projects, and act as point person when sharing status updates and presentations with other departments.
- Continually seek to improve production systems, procedures and processes and maintain a responsive, solution oriented environment

- Work with Production Manager and Design Lead's to prioritize projects and workload for all department personnel
- Act as problem solver for project teams providing guidance, clarity and solutions as needed to keep the project on schedule
- Liaison between a variety of departments to ensure adequate distribution of information pertaining to projects
- Effectively handles interpersonal relations issues in a tactful professional manner.
- Assist Production Manager in representing the department in all related meetings

Skills and Experience You'll Need to be Successful in This Role

- Excellent project management, planning, and communication skills
- Strong knowledge and comfort using project management software, Excel spreadsheets, and Adobe InDesign
- Familiarity with Jira is a plus
- Knowledge of digital and print production processes
- Goal driven attitude with strong organization skills, problem solving, attention to detail, and follow through
- A self-starter with a positive, solution driven demeanor
- Able to work collaboratively and professionally with various departments and balance multiple tasks and priorities in a fast paced environment
- Track record for learning and applying new technology to improve business processes
- A bachelor's degree in business, communications, or equivalent
- 3-5 years of experience in a production planning environment, or equivalent combination of education and experience
- In-Depth knowledge of Microsoft Office Suite and Adobe InDesign
- Additional Adobe Creative suite software is a plus
- Must be highly organized and have excellent time management skills
- Comfort dealing with a variety of cultures

Founded in 1966, PADI has grown consistently through our 54 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 28 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 an Equal Opportunity Employer

PADI is The Way the World Learns to Dive.

California Applicants please note that PADI collects personal information relating to its candidates for employment to manage the recruitment process. The organization is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. To view PADI's CCPA Notice please go to <https://www.padi.com/ccpa-notice>