LOCALIZATION PROJECT SPECIALIST

PADI, the global leader in Scuba Diver Training, is searching for a full-time **LOCALIZATION PROJECT SPECIALIST** based at our corporate headquarters in Rancho Santa Margarita, CA. 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 Head of Localizations at PADI Worldwide, the Localization Project Specialist will assist the localization team within the Production Department to drive multi-lingual localization projects.

To be successful in this position you will be responsible for developing and project management of the exceptional materials and course design for print, digital output and eLearning. 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. The ideal candidate will have in-depth knowledge in the latest localization technologies, CAT tools and machine translation, language quality assessment, process improvement, and terminology.

What You Will Do

- Work collaboratively with translators, localizations services providers and internal teams to ensure quality and timely delivery of completed projects

- Track and report on the status of translation projects

- Help identify areas for improvement in our tools, drive and adopt automated solutions

- Manage multiple projects by configuring appropriate priorities

- Evangelize internationalization and localization best practices

- Work with Creative Team to review and proofread translations from Padi translators, reviewers and vendors

- Annotate, prepare and organize source content for submission to translators 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

What You Will Need To Be Successful:

- Strong working knowledge of TMS and CAT tools

- Experience in Localization

- Outstanding writing, editing and proofing skills in English

- Fluent in product QA and linguistic quality program

- Experience with web authoring tools and content management systems

- Familiarity with web technologies, HTML, XML, XLIFF and similar file formats

- Knowledge of project management tools (Jira preferred)

- Good communication skills

- Ability to multitask, with strong organizational skills and attention to detail

- Ability to work independently and collaboratively

- Knowledge of Adobe Creative Suite is a plus

- Fluency in an additional language(s)

- Bachelor's degree in related subject matter or equivalent experience

- Proficient with editing tools, including Acrobat Pro and Microsoft Office

Founded in 1966, PADI has grown consistently through our 55 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. We are committed to our purpose to Seek Adventure—Save The Ocean.

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 permanent right to work in the United States.

PADI/Seek Adventure Save the Ocean

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