



SR. PROJECT MANAGER

PADI, the global leader in Scuba Diver Training, is expanding our Agile and Project Management team. We are searching for a full-time SR. PROJECT MANAGER to join our rapidly expanding technology group at our corporate headquarters in Rancho Santa Margarita.

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!

Founded in 1966, PADI has grown consistently through our 52 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 certified our 25 millionth diver in 2016, 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.

PADI has been voted an Orange County Top Workplace in 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015 and 2016.

Reporting to the V.P. Project Management, the Senior Project Manager will play a key role leading cross-functional teams building and launching PADI’s products and website. They will work closely with stakeholders connected to every step in the project lifecycle to ensure the successful completion of the projects assigned to them in support of and alignment with PADI’s business objectives and stakeholder requirements.

Duties and responsibilities will include:

- Scheduling, coordinating, and the reporting of project and program team activities with minimal supervision. The Project Manager is responsible for tracking daily activities with functional area leads in a matrix organization.
- Works closely with the product and technology teams, to orchestrate plans and activities for product and website development initiatives. Depending on the project, the Sr. PM may also be responsible for planning and helping to manage off-shore team members and vendors.
- For projects utilizing the Scrum methodology, the Project Manager fill the role of the Scrum Master to facilitate and coach the team through the sprint, product planning, and release planning cycles.
- Prepares project plans, meeting agendas, meeting notes, action items, risk assessments, documents and communicates business decisions, and leads project team meetings. Sr. PM will also lead cross-functional team problem solving workshops, planning sessions, and retrospectives.
- Provides regular, scheduled reporting on all project deliverables, schedule and cost. Communicates key project and program information to senior and Executive Management, stakeholders, and partners.
- Recognizes and identifies potential areas where existing system or methodology policies and procedures require change, or where new ones need to be developed, especially regarding future business expansion.
- Stays abreast of enterprise-wide projects and prevents or manages associated conflicts. Provides project management experience and leadership to the organization.

- Analyzes, recommends, and implements improvements to existing processes and reporting.
- Provide limited supervision to others through motivation, direction, review and feedback of assigned tasks.
- Work schedule may fluctuate if working on offshore projects with the possibility of shifts being ex. 9:00 a.m.-7:00 p.m.
- Occasional overnight travel (up to 10%) by land and/or air.
- Performs other related duties as assigned.

Our ideal candidate will have the following experience, demonstrated skills, and education to qualify for the role:

- 6+ years project management experience leading the delivery of digital products, Website and mobile application solutions.
- Agile software development methods experience and understanding of software product roll-out/launches.
- Proven project management and analytical experience with the ability to drive multiple concurrent initiatives.
- Strong communication, time management, analytical, and organizational skills.
- Ability to lead multiple cross-functional teams, adapts well to change, and has a strong customer focus.
- Consistently delivers on commitments, takes initiative, has a bias toward action, takes responsibility, shows individual accountability, has sense of urgency, makes timely decisions.
- Bachelor's degree (B. A.) from four-year college or university; or *four to six years* related experience and/or training; or equivalent combination of education and experience.
- Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.
- MS Project, MS Visio, and Collaboration/Agile tools such as Atlassian suite required.
- Ability to define problems, collects data, establishes facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

In addition to the skills and experience noted above, the following skills would “WOW” us but they are not required:

- MBA preferred.
- PMP Certification preferred.
- Scrum Master Certification preferred.
- SCUBA industry experience preferred.
- Offshore software development experience preferred.
- Vendor management experience preferred.

PADI is an Equal Opportunity Employer. In addition to a 9/80 work week which provides all participating employees with every other Friday off; the company also offers robust benefit plans at little cost the employee, and a wellness program with rewards for participating employees. Among the highlights at our Orange County headquarters are multiple break rooms, including a large one with a pool table, a ping-pong table, vending machines and books for leisure reading. Recreational amenities include an on-site gym, half basketball court, an on-site swimming pool and shower-equipped locker rooms. Also offered onsite are PiYo and yoga classes. Our employees also benefit from generous time off and a 401(k) with match.

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 right to work in the United States.