



## **CONTRACTS CONSULTANT-PARALEGAL**

PADI, the global leader in Scuba Diver Training, is searching for a full-time CONTRACTS CONSULTANT to join team 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 Senior V.P. Legal Affairs, the Contracts Consultant will be responsible for supporting the VP, the department and the organization with contract development and maintenance, filing copyrights on product and maintaining the copyright process for the PADI brands.

Duties and responsibilities will include:

- Prepare and file application for copyright registration for products produced by PADI, including foreign translations submitted by LAOs.
- Prepare initial draft and follow up negotiated modifications of contracts, license agreements and letters of agreement based on existing corporate template and local law.
- Review third party initiated contracts and miscellaneous documents. Recommend modifications. Review changes and subsequent drafts to ensure final form is acceptable for PADI
- Coordinate review of contracts by the Senior Vice President, Legal Affairs, appropriate departments and executive management.
- Coordinate the review and comparison of various draft versions of contracts to ensure changes agreed to by the parties have been properly incorporated.
- Coordinate execution of contracts by all parties.
- Maintain originals and digital copies of contracts; develop and maintain matrix to ensure timely renewal/termination of contracts. Notify departments when contracts are up for review; draft amendments for extended terms and modifications; termination letters and other correspondence.
- Research, understand, and respond to questions by departments and offices regarding contract terms, problems and interpretation.
- Draft contest official rules for PADI contests.

- Create and or update reference guidelines and protocol for trademark, copyright and contract development, review and maintenance for use by various departments.
- Interact with attorneys on various legal issues as needed.

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

- Minimum two years of experience as a Paralegal.
- Experience in contract and intellectual property matters preferred.
- Bachelor's degree preferred; Paralegal Certificate.
- Education and/or experience in corporate legal department a plus.
- PC literate.
- Working knowledge of word processing, database and spreadsheet software, specifically, MS Word, Excel.
- Dedication to customer service.
- Absolute confidentiality required.
- Professional attitude and telephone manner.
- Ability to handle several priorities at once with attention to detail and time requirements.
- Strong organization and project development/management skills; requires minimal supervision.
- Excellent administrative skills; grammar, spelling, letter composition.
- Scuba diver certification a plus.
- Notary Public a plus.

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](mailto:jobs@padi.com). To learn more about our company visit us at [www.padi.com](http://www.padi.com). Applicants must possess the right to work in the United States.