Position: Executive Assistant to the President

Department:Corporate

Reports to: President

Post Date: **5/9/2025**

Pay Range: **commensurate of experience**

# About the Company

ADG is one of the world’s most respected water park and aquatic venue design, construction, and manufacturing firms in the industry offering a comprehensive range of products and services that continue to set the standard throughout our industry.  Our commitment to innovation, creativity, and high-quality work is reflected in everything we do, whether that’s manufacturing a single component for a wave system or building a complete 20-acre waterpark.

As part of our team, you will have the opportunity to be a part of some of the most dynamic and creative projects taking place in the industry today. While ADG’s headquarters is located in Upstate New York, our projects span the globe. And our client list features the best of the best, including Sea World, Six Flags, Wet n’ Wild, Dollywood, Marriott, Hyatt, Gaylord Resorts, Hollywood movie productions, and much, much, more.

ADG is a high energy work environment with fast paced deadlines. You are right for our team if you are a proactive problem solver with attention to detail, able to maneuver multiple projects at once and can easily handle multiple and often shifting priorities and get great satisfaction on a job well done!

# About the Role

This position is a full-time Executive Assistant to support the day-to-day activities of a very busy President. The candidate must be proactive, resourceful, able to anticipate needs, all while working independently with little or no supervision. A high level of professionalism, confidentiality and trust are a must.

Candidate will serve as the primary point of contact for President, by monitoring emails and phone calls, and responding to requests in a timely, friendly and efficient manner. Managing a complex calendar, preparing the President for meetings and appointments by organizing agendas, talking points, documents and logistical information (meeting locations, dial-in numbers, etc.).

The President is involved in several facets of the business that include sales, construction, strategy and general operations. Candidate must be able to multi-task through shifting priorities and changing plans while maintaining a positive demeanor.

# Key Responsibilities

Must be highly proficient with Microsoft Office Suite, and have excellent written communication skills, with the ability to articulate business communication.

Manage travel arrangements, including flights, hotel and car rentals, detailed itineraries, scheduling meetings, social functions and meals, preparing and tracking expenses.

Tracks requests for information; excellent verbal communication skills required to collaborate with multiple parties of all levels, including internal and external contacts, and a high level of follow-up on tasks through to completion.

There is an expectation that Candidate will be available to report to the office during regular business hours, but there will be some flexibility in schedule, due to the President’s travel in different time zones, that requires attention beyond regular business hours

# Qualified candidates should offer the following experiences and skills

* 7-10 years’ related experience in Executive Assistant role supporting C-Suite Executive
* Highly organized, self-starter, who follows up and can meet deadlines
* Superior judgment, discretion, and confidentiality
* Excellent customer service skills, service-oriented with a pleasant personality
* Must be tech savvy, highly proficient in Microsoft Office and conferencing apps (Teams, Zoom, etc.)
* Strong written and verbal communication skills
* Ability to work flexible schedule as needed
* Valid driver's license and reliable car required

# Why ADG?

Our team members are hardworking, dedicated and highly respected within the industries that we serve.  Our reputation has been built on delivering creative and innovative solutions with a “whatever it takes” approach to client satisfaction. The foundation of our success has been built upon the talents and integrity of our employees, and we value the contributions of every team member.

As you help build ADG's success, we are committed to helping you build a prosperous and successful future. We offer challenging career opportunities, competitive salaries, and a comprehensive suite of benefits to promote the health and financial security for you and your family.

Every ADG employee is empowered to act in ways that make each day better, whether that’s lending a hand to a colleague or bringing forward a new client solution or process improvement.

Individually and collectively, our work achieves results that make a difference — for our clients, our client's customers, and ourselves.

# Benefits

* Competitive Paid Time Off
* Company Paid Holidays
* Comprehensive health care insurance plan that covers medical, dental, prescription, and vision.
* Competitive 401(k) program with employer matching contributions
* Daily dress code of “business casual”
* A positive work environment
* And much, much more

**If interested in applying for this position, please submit resume and writing sample to:** [**lauren.shafer@aquaticgroup.com**](mailto:lauren.shafer@aquaticgroup.com)