



**Position:** Executive Assistant  
**Department:** Human Resources  
**Reports to:** Chief Operating Officer (COO)  
**Post Date:** 10/2/23

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## 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

The Executive Assistant will be responsible for all administrative support and the day-to-day management of the Chief Operating Officer (COO).

## Key Responsibilities

Duties will include, but not limited to:

- Be a trusted partner to the Chief Operating Officer and others on the Executive Leadership Team, providing administrative and strategic support on a day-to-day basis.
- Act as a gatekeeper for the COO with several business interests, by monitoring emails and phone calls, and responding to requests in a timely, friendly, and efficient manner.

- Manage a complex calendar by preparing the COO for meetings and appointments by organizing agendas, talking points, documents, and logistical information (meeting locations, dial-in numbers, etc.).
- Manage and execute department-level offsite meetings and events.
- Manage travel arrangements, including flights, hotel and car rentals, detailed itineraries, scheduling meetings, social functions, and meals, preparing and tracking expenses.
- Manage and drive special projects as needed for the COO and his Management Team as needed.
- Work closely with the other Executive Assistants to ensure the Executive Team (CEO, President, CFO) stays coordinated on leadership meetings and action items.
- Establish and maintain positive relationships with all stakeholders while maintaining professional boundaries.
- Take minutes at assigned meetings, summarize and document subjects discussed, and decisions agreed upon.
- Organize data and create reports to be distributed at meetings.

### Qualified candidates should offer the following experiences and skills

- High school diploma/GED required; Advanced degree preferred.
- Minimum of 5+ years experience as an Executive Assistant in a professional work environment working directly for senior leadership.
- Excellent organizational, project management and problem-solving skills with impeccable multi-tasking abilities.
- Demonstrated excellence in writing, communication, and content development skills with excellent attention to detail.
- Advanced Microsoft Office experience in Outlook, Word, PowerPoint, Excel, and CRM databases required.

- Excellent communication and presentation skills. Ability to communicate effectively both in writing and verbally.
- Ability to meet deadlines and work in a fast-paced environment with changing priorities.
- Ability to work with confidential information in a professional manner.
- Must be proactive, resourceful, and able to anticipate needs, all while working independently with little or no supervision.
- A high level of professionalism, confidentiality, and trust are a must.
- A valid drivers license.

## Travel Requirements

Ability to travel if needed.

## 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 & cover letter to:  
[jobs@aquaticgroup.com](mailto:jobs@aquaticgroup.com).