



**Position:** HR Manager  
**Department:** Human Resources  
**Reports to:** Chief Financial Officer (CFO)  
**Post Date:** 10/2/23

---

## 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 Human Resources Manager will report to the Chief Financial Officer. This position will be responsible for the oversight of the day-to-day HR functions including but not limited to: benefits administration; recruitment; onboarding/orientation; payroll; training and development; performance management; compliance; recordkeeping; employee engagement; communication; and company events.

## Key Responsibilities

Duties will include, but not limited to:

- Manage the ongoing, day-to-day administration of the company-sponsored benefit programs: renewals; contract and/or document updates; online portal maintenance; employee enrollments and terminations; carrier reporting and requests.
- Functions as the Liaison with Brokers, Service Providers, Carriers and Advisors.

- Support benefit related audits such as 401(k) and Workers' Compensation.
- Develop and manage all Recruiting Initiatives from initial "Position Requisition" through employment offer. Partnering with Recruiters as needed and managing contracts and deliverables.
- Facilitate Employee Onboarding and develop consistent processes associated with orientation across all functions. Review and update on an ongoing basis.
- Process weekly payroll for 100+ employees (multi-company and multi-state) utilizing Paychex software.
- Identify Training and Development needs and requirements. Developing plans and programs to provide internal and external solutions. Manage, facilitate and/or present training as required.
- Create and manage a streamlined Performance Management process and system to provide consistency throughout the organization as it relates to annual reviews and goal setting.
- Maintain compliance with Federal, State and Local employment laws and regulations and recommend best practices. Review policies and practices annually. Update handbooks, documents and postings as needed.
- Manage and maintain Employee records and files both online (Paychex and Employee Navigator) and paper.
- Actively engage in creating a collaborative and team-oriented culture. Be the champion of Employee Engagement, Retention, Professional Growth and Succession Planning.
- Facilitate ongoing and open communication within the organization. Develop mechanisms of communication that appeal to and reach all sectors of the business.
- Plan and facilitate Company Events and Activities which engage the entire population. Create consistent and regular programs with opportunities to socialize.
- Partner with any and all internal departments to facilitate and accomplish HR objectives on an ongoing basis.

## Qualified candidates should offer the following experiences and skills

- Bachelor's degree.
- Professional certifications in Human Resources a plus.
- Minimum 3 years of human resources generalist experience.
- Experience processing payroll
- Knowledge of employment/labor laws.
- Excellent communication and presentation skills. Ability to communicate effectively both in writing and verbally.
- Proficiency in Microsoft Office, HRIS and payroll systems.
- Ability to meet deadlines and work in a fast-paced environment with changing priorities.
- Ability to work with confidential information in a professional manner.

## 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).