



Job Title: Administrative Assistant

Aquatic Development Group (ADG) is a recognized leader in the planning, design, and construction of indoor and outdoor waterparks and aquatic features as well as the manufacture of specialty leisure and entertainment equipment. For more than 50 years, ADG has focused on innovative product systems and designs to create facilities for clients such as Sea World, Disney, Six Flags, Wet 'n Wild, Paramount, and countless other clients worldwide.

Position Overview

We are looking for an energetic, reliable individual with strong administrative skills who is able to handle a variety of administrative responsibilities and office management duties. At times, this individual will provide support to the Executive Team.

This is a 40-hour/week full-time position with benefits.

This position requires previous experience in an administrative support office environment. Strong written and oral skills are required and the incumbent must be well versed in Microsoft Suite and Adobe programs.

Responsibilities include:

- Organize and maintain files and office records.
- Frequent interaction and communication with departmental managers and staff.
- Coordinate and finalize travel arrangements for various departments including the Executive Team.
- Participate in certain company meetings, take meeting notes, run errands as necessary.
- Maintain conference room calendars and schedule meetings.
- Sort/distribute mail daily, oversee package delivery services, make service calls for copy and fax machines as needed.
- Oversee the maintenance of office supplies in kitchens and supply closets.
- Arranging employee and guest lunches for meetings and set up as needed.
- Planning staff events including holiday parties, company events, etc.
- Alert building maintenance staff when made aware of maintenance issues.
- Light office phones duties, checking voicemail messages and distribute appropriately.
- Perform additional duties and responsibilities as determined by supervisor.

Qualifications

- Minimum of 2-5 years administrative support experience; associates degree or greater preferred.
- Strong Microsoft Office Suite capabilities required (Excel, Word, Outlook, Teams, PowerPoint) & Adobe.
- Adept at handling calendars and scheduling.
- Maintain confidentiality.
- Team-oriented, reliable and able to wear different hats.
- Can-do attitude and enjoys working in a team atmosphere but can also work independently.

ADG offers competitive benefits, salary commensurate with experience. For detailed information on ADG, visit our website at: www.aquaticgroup.com.

ADG is an equal opportunity and affirmative action employer and is committed to providing employment opportunities to minorities, females, veterans, and disabled individuals as well as other protected groups.

Please include salary requirement in your response and reference: **JOB: AA62420**