



**Position:** Clerical Assistant  
**Department:** Construction  
**Reports to:** Project Managers, Assistant Project Manager  
**Post Date:** 8/15/22

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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

As a Clerical Assistant, you will report to the Project Manager & Assistant Project Manager, to assist with all functions of the Construction Dep't, as outlined below.

## Key Responsibilities

- **Duties will include, but not limited to:**
- Electronic Filing of all correspondence sent in from field
- Attend weekly meetings, take and type notes (as needed)
- Copying and Scanning documents, as needed.
- Blueprint Organization
- Updating of Various Construction Logs
- Receipting of Packing slips that come in from the field, using company Accounting Program

- Any other duties that are necessary, in order to facilitate the Operations of the Construction Department.

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

- At least one year experience, in a construction office environment, a plus.
- Proficiency in Microsoft Word, Excel and Adobe Acrobat 9 Pro.
- Well Organized
- Punctual
- Professional & Responsible
- Must be a self-starter with the ability to work independently and the flexibility to work cross-functionally as a team member with our engineering, planning/design, manufacturing, construction, marketing & sales departments.
- Able to meet tight deadlines and work in a fast-paced environment with changing priorities.
- Ability to develop and maintain effective internal and external working relationships at all levels.
- Excellent time management, organization and priority defining skills, with exceptional ability to listen, communicate (written and oral) and strong willingness to collaborate.
- This is an on-site position that will be based in our headquarters in Cohoes, NY.
- Must be legally eligible to work in the US.

### 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

- Generous 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).