



Human Resources Manager

Aquatic Development Group (ADG) is seeking an experienced HR professional to join our Cohoes, NY based management team!

Aquatic Development Group is actively searching for an established Human Resources Manager for our newly created full time HR position. This newly created role will be charged with developing policy and managing all human resource activities, including but not limited to, recruiting, training, compensation guidelines, employee relations and benefits management. This role will report directly to the CFO.

Responsibilities:

- Develop and manage all staff recruiting initiatives
- Analyze regional market data to determine competitive compensation plans
- Update all managers of company policy additions/changes regarding employee benefits
- Ensure that all company policies comply with federal and state law
- Collaborate with management team to develop and maintain accurate employee job descriptions
- Develop and maintain a human resource system that meets Executive team and employee expectations
- Conduct all new employee onboarding
- Operate as a liaison for employee inquiries and concerns
- Manage and maintain all Payroll processes and HR documents
- Collaborate with Executive team to develop companywide communications through employee meetings, newsletters, and other communication vehicles
- Develops and organizes company functions to build employee morale and company loyalty

Qualifications & Experience:

- Bachelor's Degree with a minimum of five (5) years experience in a related field
- Experience with applicant HRIS and payroll systems
- Excellent communication skills, both written and oral
- Must be able to work with confidential information in a professional manner
- Must be detail oriented with excellent organizational skills

Send Resume and cover letter to: jobs@aquaticgroup.com

ADG offers a competitive salary & benefits package including matching 401k, medical, dental and vision insurance, plus bonuses. Salary commensurate with experience.