



Position: Human Resources Manager
Department: Human Resources
Reports to: Chief Financial Officer
Post Date: 08/15/2022

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 the Human Resources Manager, you will report to the Chief Financial Officer and act as the team member developing policy and managing all human resource activities, including but not limited to, recruiting, training, compensation guidelines, employee relations and benefits management.

Key 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
- Develop and organizes company functions to build employee morale and company loyalty

Qualified candidates should offer the following experiences and skills

- 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

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 “business casual” dress code
- And much, much more

If interested in applying for this position, please submit resume & cover letter to:
jobs@aquaticgroup.com.