



**ADMINISTRATIVE SECRETARY**  
**OFFICE OF THE PRESIDENT**  
**WASHINGTON, D.C. [HEADQUARTERS]**

*This candidate will directly support executive staff working in coordination with the administrative team for the Office of the President.*

**Duties and Responsibilities**

- Provide administrative support for executive staff;
- Schedule and organize complex activities, travel and speaking engagements and manage calendars;
- Anticipates the needs of the executive staff, working in coordination with the administrative team, and develops an independent work plan to support those priorities;
- Act as liaison with other department staff, AFL-CIO staff and affiliates, including elected leaders;
- Know, interpret and apply organizational policies, procedures, and protocols;
- Develop, coordinate and assess office systems and operations, including but not limited to, record keeping, internal and external communications, meetings, travel and expenses and other areas as assigned;
- Review incoming correspondence and materials and independently prepare responses to inquiries and other correspondence;
- Types and designs general correspondences, memos, policy statements, charts, tables, graphs, etc. Proofreads copy for spelling, grammar and layout, and makes appropriate changes. Responsible for accuracy of the final document/product;
- Coordinate office workflow including resolution of questions and concerns, as well as development of ongoing office policies and procedures;
- Understand, and be able to communicate, the function of the AFL-CIO to both the internal and external labor movement;
- Retrieve information quickly from various sources including utilizing the web as a resource tool;
- Works independently and within a team on special and nonrecurring projects;
- Assist and aid with Executive Office communications and in the development of intra-office communication systems and processes;
- Screen, manage and prioritize visitors, calls and mail;
- Process expense reports and make travel arrangements;
- Substitute for other Administrative Secretaries within the Executive Office as required;
- Other duties as assigned.

**Qualifications**

- Extensive successful experience working at an executive level;

- Positive attitude and excellent communication and interpersonal skills;
- Professional, courteous and tactful;
- Demonstrated ability to lead staff;
- Core competencies in technical capacity, personal effectiveness, thoroughness, communication and flexibility;
- Demonstrated ability to exercise sound political judgment with highly sensitive issues;
- In-depth knowledge of AFL-CIO structure, procedures and protocols;
- Demonstrated experience working with elected leaders or in an Executive Office capacity;
- Demonstrated ability to work within a team as a lead or in a support capacity;
- Demonstrated ability to work in a high-pressure environment and meet unpredictable deadlines;
- Demonstrated ability to work independently;
- Demonstrated ability to prioritize and manage multiple tasks;
- Demonstrated experience with excellent problem resolution skills;
- Highly motivated and a self-starter;
- Demonstrated experience in taking and transcribing meeting notes (shorthand is not required);
- Strong commitment to confidentiality and strong demonstrated ability to exercise discretion;
- Strong ability doing web-based research;
- Demonstrated proficiency in Windows XP, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Google Docs and Google;
- Preferred experience with Concur and Egencia systems;
- Ability to work overtime (as needed);
- Ability to travel sporadically, usually two to three times per year.

**Required tests include:**

**Clerical, Typing, Database (Access), Spreadsheet (Excel), Proofreading Practice, PowerPoint, Intermediate Excel and Judgment**

**Hours: 9:00 am to 5:00 pm**

**Apply here: <http://aflcio.hirecentric.com/jobs/>**

*Equal Opportunity Employer*