



AMERICA'S UNIONS

ADMINISTRATIVE SPECIALIST
MEETINGS AND TRAVEL DEPARTMENT
WASHINGTON, D.C. [HEADQUARTERS]

The Meetings and Travel Department (M&T) manages all contracts, planning and logistics for the Federation's meetings, events and travel services, with a continuous focus on maximizing value and minimizing cost. M&T plans over seventy meetings and events a year for guests ranging from 20 to 2,500.

Duties and Responsibilities

- Serves as the lead for extraction and compilation of event, travel, and transient metrics.
- Research, compile, and analyze data.
- Update department systems and management tools.
- Serves as first point of contact, responding to online and telephone inquiries regarding departmental activities and specifics around events.
- Provide administrative support for Director and department.
- Develop proficiency in report creation using Cvent platform.
- Performs various administrative duties including but not limited to: creation, preparation, proofing and editing departmental correspondence; coordinating mailings; responding to routine questions and requests for information via email and over the phone.
- Assist with key department projects (Intranet, Extranet, Travel Management, Registration, etc.)
- Act as liaison for Director with other other department staff, AFL-CIO staff and affiliates.
- Screen, manage and prioritize visitors, calls and mail.
- Coordinate all aspects of simple room reservations, including: booking, tracking, managing changes, acting as liaison with the hotel and monitoring small room blocks and collecting pick-up reports.
- Assist with direct billing or virtual card payment requests.
- Assist with planning and coordination of department's role at meetings and events.
- Understand, and be able to communicate, the function of the Meetings and Travel Services Department and the role of each staff person.
- Assist with entering and tracking check requests, contracts, and committed expenses in QuickBase.
- Other duties as assigned.

Qualifications

- Positive attitude and excellent communication and interpersonal skills;
- Professional, courteous and tactful;
- Understanding of AFL-CIO business operations;

- Experience coding invoices and familiarity with the budget codes;
- Experience creating, proofing and sending correspondence;
- Demonstrated ability and experience communicating and interpreting the AFL-CIO Meetings, Travel and Expense Policy;
- Demonstrated ability to exercise good political judgment;
- Demonstrated ability to work both independently and within a team;
- Demonstrated ability to handle highly confidential information;
- Experience coordinating multiple schedules;
- Experience working in a high-pressure environment and meeting unpredictable deadlines;
- Experience managing and prioritizing multiple tasks;
- Excellent problem solving skills and experience identifying problems and finding potential solutions;
- Highly motivated and self-starter;
- Proficient knowledge of Windows XP, Microsoft Word, Microsoft Excel, Power Point, Action Network, AFL-CIO Intranet/Extranet, Adobe Professional and Google product suite applications;
- Experience with and commitment to the labor movement.

Hours: 9:00 am – 5:00 pm

**Required tests include:
Clerical, Typing, Database (access), Spreadsheet (excel) and Intermediate Excel**

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

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