



**CONFIDENTIAL SECRETARY
HUMAN RESOURCES
WASHINGTON, D.C. [HEADQUARTERS]**

This position will support the Director and Deputy Director as well as general office support and assistance.

Duties and Responsibilities:

- Provide all administrative support to Director and Deputy Director including the scheduling of all activities and meetings;
- Serve as a liaison for the department, and the Director, with other AFL-CIO staff and affiliates;
- Conceptualize and develop systems to enhance Human Resources' communications, policies and procedures;
- Compose, format, edit and prepare correspondence, detailed reports, and other written materials;
- Conduct preliminary research;
- Manage, including recording and tracking, contractual timelines, schedules and notifications for collective bargaining agreements;
- Coordinate office workflow;
- Screen, route and respond to telephone calls and inquiries;
- Coordinate and maintain calendars and schedules;
- Coordinate all preparations for HR Director's meetings including the development of presentations and materials;
- Prepare, process and track check requests, purchase requisitions and other documents related to the departmental receivables and payables, and reconcile with the department budget;
- Prepare, process and track personnel related correspondence and reports;
- Create, develop and maintain a centralized filing system for electronic archiving and recording for all correspondence, history, etc.;
- Maintain electronic data tracking systems, including data entry and analysis, generation of reports, tables, etc; (education/tuition, telework, student loan repayment/retention, car insurance/tires);
- Coordinate and manage all aspects of the yearly "Fight the Flu" Clinic;
- Maintain parking database and carpool questionnaires;
- Coordinate and conduct personnel exit interviews to include equipment return;
- Run reports from payroll system as needed;
- Other duties as assigned.

Qualifications:

- Proficient typing and computer skills, including proficiency with Google Office Suite;
- Proficient knowledge of spreadsheet software (Excel) with ability to create, edit, manipulate and update complex spreadsheets for developmental reports;
- Propensity and interest in learning new software applications;
- Demonstrated experience developing systems or processes that successfully enhance efficiency;
- Professional, courteous and tactful;
- Demonstrated ability to exercise good political judgment;
- Excellent time management skills including a demonstrated ability to manage multiple tasks with competing deadlines;
- Excellent organizational skills;
- Strong proofreading skills and demonstrated work performance with a precise attention to detail;
- Demonstrated ability to work within a team;
- Demonstrated ability to exercise confidentiality and discretion and experience working in a confidential and politically sensitive environment preferred;
- Demonstrated experience leading the workflow of an office;
- Commitment and desire to work in a service-oriented department;
- Experience with HRIS systems preferred;
- Highly motivated and a demonstrated self-starter;
- Strong writing skills;
- Ability to work flexible hours and overtime as required.

Required testing:

Clerical, Spreadsheet (Excel), Intermediate Excel, Typing and Judgment Tests Required

HOURS: 9:00 am to 5:00 pm

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

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