



**ADMINISTRATIVE SECRETARY  
(Out of Bargaining Unit)  
Office of the Secretary-Treasurer's**

**This position will support the Executive Assistant to the Secretary-Treasurer and the Assistant to the Secretary-Treasurer.**

**Duties and Responsibilities**

- Provide all administrative support for the Executive Assistant to the Secretary-Treasurer and the Assistant to the Secretary-Treasurer;
- Schedule activities, travel and speaking engagements and manage calendar;
- Maintain tracking system for all check requests and checks;
- Act as liaison with other department staff, AFL-CIO staff and affiliates;
- 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;
- Develop and maintain spreadsheets, database, e-mail groups and lists;
- Independently prepare responses to inquiries and other correspondence;
- Proofread, reformat and edit correspondence and policy statements;
- 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;
- Assist and aid with Executive Office communications;
- Screen, manage and prioritize visitors, calls and mail;
- Process expense reports and make travel arrangements.
- Substitute for Administrative Secretary to the Secretary-Treasurer as required.
- Other duties as assigned.

**Qualifications**

- Demonstrated ability to work in a high-pressure environment and meet unpredictable deadlines;
- Positive attitude and excellent communication and interpersonal skills;
- Professional, courteous and tactful;
- Demonstrated ability to exercise sound political judgment with highly sensitive issues;

- In-depth knowledge of AFL-CIO structure, procedures and protocols;
- 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 prioritize and manage multiple tasks in addition to setting up systems to manage them;
- Excellent problem resolution skills;
- Highly motivated and a self-starter;
- Demonstrated experience in taking and transcribing meeting notes (shorthand is not required);
- Commitment to confidentiality and discretion;
- Strong ability doing web-based research;
- Demonstrated strong proofreading skills;
- Demonstrated proficiency in Microsoft Word, Excel, Power Point and Google;
- Ability to work overtime;
- Ability to travel sporadically, usually two to three times per year.

Starting salary is \$70,694.36

**Required tests include:  
Clerical, Typing, Proofreading Practice,  
Spreadsheet (excel), Intermediate Excel and Judgment**

**Hours will be 9:00 AM - 5:00 PM**

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

*Equal Opportunity Employer*