



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

Are you passionate about economic fairness and social justice? Do you want to improve the lives of working people and strengthen the labor movement? If you answered, “Yes!,” then the AFL-CIO may be the right place for you. We are the largest federation of labor unions in the United States, and our team of dynamic professionals is dedicated to growing worker power and ensuring every working person has a voice on the job. When you work at the AFL-CIO, you’re more than just an individual employee—you’re helping to lead a movement with a proud history and a bright future ahead.

Job Responsibilities:

- Provide administrative support for staff as needed;
- Process, input and track mail for the Office of the President;
- Review incoming correspondence and materials;
- Prepare response to inquiries and other routine correspondence;
- Responsibility for answering, or arranging coverage for main phone line;
- Meet and greet visitors in the Office of the President;
- Serve as the backup in booking travel arrangements and arranging all on-the-ground logistics for the President for both international and domestic travel;
- Prepare routine reports and process expense statements, travel authorizations, and invoices;
- Work with lead administrative secretary to coordinate workflow;
- Prepare and submit all travel expenses in a timely manner;
- Create and maintain filing system for both hard copy and e-files;
- Utilize the internet as a basic research tool for information gathering;
- Understands, and be able to communicate, the function of the AFL-CIO to both the internal and external labor movement;
- Independently respond to correspondence and prepare reports/memos and spreadsheets;
- Other duties as assigned.

Qualifications:

- Excellent secretarial and computer skills including proficient knowledge of database and spreadsheet software;
- Understanding of the internal structure of the AFL-CIO as well as familiarity with our affiliated unions and the Executive Council;
- Professional, courteous and tactful manner in the office and on the telephone;
- Demonstrated ability to prioritize and manage multiple tasks;
- Demonstrated ability to interpret and apply organizational policies and procedures;
- Ability to adapt and integrate new technology trends;

- Excellent organizational skills with demonstrated attention to details;
- Excellent communication skills;
- Effective time management skills;
- Demonstrated ability to exercise discretion sound political judgment with highly sensitive issues;
- Experience working with elected leaders or in an Executive Office capacity preferred, not required;
- Experience with Conference Room Scheduler preferred, not required;
- Initiative to work independently;
- Demonstrated ability to work well within a team;
- Proficient in all Microsoft Office and Google product suite applications;
- Highly motivated and a self-starter;
- Ability to work long and irregular hours.

Hours will be 9:00 AM – 5:00 PM

Required testing:

Typing, Clerical, Spreadsheet (excel), Database (access), Intermediate Excel and Judgment

Starting Annual Salary is \$54,174

Please note that the AFL-CIO requires all staff to be fully vaccinated unless granted a medical or religious exemption as set forth in EEOC guidelines.

Required Tests Include:

Spreadsheet (Excel), Database (Access), Clerical and Typing

Hours: 9:00 AM – 5:00 PM

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

Equal Opportunity Employer