



**MEETINGS AND TRAVEL SPECIALIST
MEETINGS & TRAVEL
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.

The Meetings and Travel Department (M&T) manages all contracts, planning and logistics for the Federation’s meetings, events and travel arrangements, continuously focusing on maximizing value and efficiencies, minimizing cost and oversights, and revising processes and procedures. M&T plans and assists over 70 meetings and events and oversees internal catering for more than 300 meetings, annually.

Duties and Responsibilities

- Provide administrative support to the Director and Assistant Director;
- Serve as lead on the internal catering processes;
- Coordinate all aspects of room reservations, including booking, tracking, managing extensive changes, being the liaison with the hotel and monitoring room block quota;
- Work directly with hotels to negotiate extended stay room rates and concessions;
- Research and compare hotel rates in different cities where staff are assigned, and maintain a detailed hotel negotiated rate list as a resource for staff and affiliates;
- Arrange direct billing, reconcile hotel folios and invoices and resolve billing issues;
- Assist with the maintenance of travel booking websites;
- Train staff on travel booking site, assist staff with booking flights, hotels, trains and rental cars, maintain user account lists and status of union hotels;
- Prepare a variety of reports from Egencia or similar travel booking site, such as Advance Purchase Summary, Total Air Spend by Department and Total Hotel Spend by Hotel Chain;
- Coordinate ground transportation (buses, vans, shuttles) for events and meetings, including booking and processing of bills;
- Act as a liaison with other departments and affiliates;
- Serve as a backup reconciling department’s credit card accounts, prepare supporting documentation, resolve discrepancies, process charges for departments’ signatures, and scan and archive reports;
- Utilize the Internet as a basic research tool for information gathering;
- Prepare responses to inquiries and other correspondence, pro-actively gather information for decision-making and advance work through follow-up and outreach;
- Understand, and be able to communicate, the function of the AFL-CIO to both the internal and external audiences;
- Process incoming correspondence and materials;
- Screen, manage and prioritize visitors, calls and mail;

- Maintain office supplies;
- Other duties as assigned.

Qualifications

- Minimum of 2 years' experience in similar role
- Positive attitude and excellent communication and interpersonal skills;
- Professional, courteous and tactful;
- Demonstrated ability to work within a team;
- Highly motivated and a self-starter;
- Demonstrated proficiency in all Microsoft Office and Google Suite;
- Demonstrated experience with contracts relating to room blocks, transportation and concessions;
- Demonstrated experience in meeting and travel industry;
- Demonstrated experience with excellent problem-solving skills;
- Demonstrated ability to exercise sound political judgment with highly sensitive issues;
- Demonstrated experience working with affiliate leaders or in an Executive Office capacity;
- Demonstrated ability to work in a high-pressure environment and meet unpredictable deadlines;
- Experience processing check requests and reconciling invoices;
- Demonstrated ability to work independently;
- Demonstrated ability to prioritize and manage multiple tasks;
- Demonstrated experience with confidentiality and discretion;
- Demonstrated strong ability doing web-based research;
- Demonstrated proficient proofreading skills;
- Ability to work overtime if needed;
- Ability to travel sporadically, usually several times per year.

Starting salary: \$64,267.61

Required tests include:

Spreadsheet, Clerical, Typing, Proofreading Practice, Advanced Excel and Judgment

Hours will be 9:00 AM to 5:00 PM

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

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