

AFL-CIO

AMERICA'S UNIONS

CONFIDENTIAL SECRETARY
HUMAN RESOURCES
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.

This position reports directly to the Director and Deputy Director of Human Resources.

DUTIES AND RESPONSIBILITIES

- Provide all administrative support to the Director and Deputy Director, including the scheduling of all activities and meetings;
- Provide administrative support to the Office of the President and the Office of the Secretary-Treasurer on an as-needed basis;
- Serve as a liaison for the department and the Director with other AFL-CIO staff and affiliates;
- Serve as a notetaker for labor relations meetings;
- 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;
- Tracking of contractual timelines, including recording, 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 them 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 of 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 the 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 the 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;
- Ability to record important information accurately and concisely;
- Ability to take detailed notes and minutes for various confidential meetings;
- Strong proofreading skills and demonstrated work performance with 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;
- Excellent verbal and written communication skills;
- Ability to work flexible hours and overtime as required.

Salary: \$69,342.46

Required testing:

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

HOURS: 9:00 am to 5:00 pm

Apply here: <https://aflcio.exacthire.com/>

Equal Opportunity Employer