

1) Job Details			
English Title:	Coordinator - News Planning	Arabic Title:	.
Group:		Division:	MENA Division
Directorate:	News Directorate	Department:	News Input Department
Section:	News Planning Section	Position Code:	

2) Relationships:	
Report To: (Supervisor)	Head of News Planning
Supervise: (Subordinates)	N/A
Internal Contacts:	beIN Sport News Directorate
External Contacts:	N/A

3) Job Purpose Summary:
The Coordinator - News Planning is responsible for providing day-to-day admin support, coordination & follow up for the News Planning staff.

4) Key Responsibilities and Accountabilities:
<ul style="list-style-type: none"> • Assists the Team Leader to plan rosters for all News Planning staff. • Ensuring that the rosters are accurate on the shared drive. Informing staff of any shift changes in advance. • Managing annual leave requests and ensuring compliance with beIN Sport regulations • Record office attendance for sickness and annual leave. • Organizes emails/Octopus/ building passes for freelancers and staff coming to Doha prior to their arrival by coordinating with HR, GS and IT. • Maintains accurate record of freelancers books, provides justification to Finance as and when required. • Processes the freelancer's invoices and follows up with finance to ensure all payments are being made on time. • Liaises with News Desk, Planning and Output on deployments. Closely involved on all decision making on news deployments. • Coordinate to HR regarding the visa request and keeping accurate records of visa renewals/extensions etc. • Works and cooperates with a diverse range of people to achieve goals. • Processes the requests for business cards, receives and distributes to the business cards to News Planning staff. • Demonstrate high level of integrity and honesty at all times. • Manages calendar, schedules and coordinate meetings as required. • Greeting visitors and guests of the department. • Undertake accurate work processing, proofing and filing & faxing of documents. • Receives mail and deliver to appropriate News Staff. • Handle telephone calls professionally by determining the nature of calls and dealing with queries and providing information as required. • Handles cash advances for News Planning staff on assignment to Doha and ensures advances are paid on time. • Instinctively knows what is important and reacts immediately to adjust to the situation.

5) Other Responsibilities:
<ul style="list-style-type: none"> • Perform other duties relevant to the job as requested

6) Job Requirements / Qualifications:		
Education:	Minimum Post-High School or Higher Degree in any related discipline.	
Minimum Required Academic Degree:	Post-High School Degree	
Experience:	Minimum 2 years professional experience in admin work & Experience working in television and or media environment is an advantage	
Minimum Required Relevant Experience Years:	2 Year(s)	
Skills:	<ul style="list-style-type: none"> • Fluent English & Arabic speaker and able to communicate effectively • A good level of interpersonal skills and an intimate knowledge of cultural diversity. • Computer literacy in word, excel, and outlook are essential • Communication and multi-tasking skills 	
Knowledge:	<ul style="list-style-type: none"> • Country's labor laws and regulations • General knowledge of media industry 	
Abilities:	<ul style="list-style-type: none"> • Able to work under pressure • Able to work in a multi-cultural environment. • Able to work within a team 	
Core Competencies:	1- beIN Sports ethics and code of conduct. 2- beIN Sports spirit. 3- Diversity. 4- Integrity.	
Competencies:		
Work Environment:	Office & Field work	
Job Demands:	Physical Characteristics:	N/A
	Other Characteristics:	N/A

7) Performance Measures:
<ul style="list-style-type: none"> • Number of processed request • Speed to complete processes • Accuracy/number of errors • Quantity of processed requests • Employee satisfaction (compliments or complaints)

8) Tools and Equipments:
<ul style="list-style-type: none"> • Computer & Internet