

1) Job Details			
English Title:	Secretary	Arabic Title:	منسق
Group:		Division:	HR & Financial Affairs Division
Directorate:	HR Services Directorate	Department:	
Section:		Position Code:	

2) Relationships:	
Report To: (Supervisor)	Director of HR Services
Supervise: (Subordinates)	N/A
Internal Contacts:	All beIN Sports department
External Contacts:	N/A

3) Job Purpose Summary:
The Secretary is responsible for performing day to day secretarial tasks.

4) Key Responsibilities and Accountabilities:
<ul style="list-style-type: none"> • Receive mail and/ or telephone calls addressed to Directorate and sort according to priority and related employee. • Collate and prepare physical and electronic documents. • Maintain and update the directorate filing system and or data base. • Draft correspondence and assist with report content drafting. • Assist in preparing and managing task lists and team planning. • Help coordinate meetings and take meeting minutes. • Provide the department with the required secretarial support and administrative assistance. • Handle requests and enquiries from relevant internal and external stakeholders. • Build and maintain professional relationships with both internal and external stakeholders.

5) Other Responsibilities:
<ul style="list-style-type: none"> • Communicate with the Directorate guests and offer any help and support needed. • Perform other duties relevant to the job as requested.

6) Job Requirements / Qualifications:	
Education:	Minimum High School Diploma
Minimum Required Academic Degree:	High School
Experience:	Minimum 2 years of professional experience in secretarial work is required.
Minimum	2 Year(s)

Required Relevant Experience Years:		
Skills:	<ul style="list-style-type: none"> • Writing skills • Languages • Scheduling and organizing skills • Computer skills 	
Knowledge:	<ul style="list-style-type: none"> • Knowledge in internal regulations • General knowledge in the media industry • General knowledge in beIN Sports operations 	
Abilities:	<ul style="list-style-type: none"> • Able to multitask • Able to meet deadlines • Able to coordinate meetings and required arrangements 	
Core Competencies:	<p>1- beIN Sports ethics and code of conduct. 2- beIN Sports spirit. 3- Diversity. 4- Integrity.</p>	
Competencies:		
Work Environment:	Office work	
Job Demands:	Physical Characteristics:	N/A
	Other Characteristics:	Job may require working outside the normal working hours or communicating remotely.

7) Performance Measures:
<ul style="list-style-type: none"> • Organization • Speed • Number of errors • Scheduling and meetings coordination

8) Tools and Equipments:
Computer and Internet