

1. Position Details			
Position Title:	Assistant Coordinator - Satellite Booking		Position Code:
Position Type:	<input type="checkbox"/> Editorial <input type="checkbox"/> Support <input type="checkbox"/> Executive Management		Position Grade:
Base Location:		Group:	
Division:	MENA Division		
Channel / Directorate:	Programs Directorate		
Department:	Programs Supports Department		
Section:	Satellite Booking Section		

2. Relationships	
Report to : (Supervisor's Position)	Head of Satellite Booking
Supervise : (Subordinates' Positions)	N/A
Internal contacts:	News Desk, Bureaus, Ingest, MCR, Facilities Planners, Interview Producers, Programmes
External contacts:	Freelance staff, Third Party facilities suppliers, Other broadcasters

3. Position Purpose Summary:
<p>The Assistant Coordinator - Satellite Booking is responsible to manage and coordinate the booking of satellite, fiber and Bgan facilities for live on-air production using a professional scheduling system. Also responsible for coordinating with relevant internal and external parties to ensure the smooth incoming of news feeds.</p>

4. Key Responsibilities and Accountabilities:
<ul style="list-style-type: none"> • Good Understanding of satellite / fiber optic network / IP Network worldwide to make decision on the best route possible • Good Knowledge of the media industry to be able to deploy SNG and ENG crews & book broadcast facilities worldwide as and when needed • Receive satellite booking requests from News editors, Interview and Program producers & coordinating with field crew & bureaus to ease flow of incoming news footage • Log all transmissions (Live, pre rec, Bgan, tape etc...) in SCheduAll, , entering onsite coordination information, technical specifications and costs • Communicate with other BC satellite desk to optimize usage of resources • Communicate with Newsdesk, MCR, Ingest on any transmission changes & cost update • Trouble shoot in case of extension, cancellation, transmission failure

5. Other Responsibilities

- Perform other duties relevant to the job as requested by superiors
- Occasional secondment to news output or deployment projects

6. Job Requirements and Qualifications

Education:	Minimum High School Diploma
Experience:	Minimum 1 year of professional experience in related field.
Skills:	<ul style="list-style-type: none"> • Interpersonal skill • Multitasking skills • Computer Skills • Troubleshooting • Attention to details • Languages
Knowledge	<ul style="list-style-type: none"> • Knowledge in satellite / fiber / IP Networks / international media providers • Knowledge in broadcasting industry / 24h news environment • Fluent English Speaking
Abilities:	<ul style="list-style-type: none"> • Able to work under pressure & to deadlines • Able to analyze problems & solve problems quickly and effectively • Able to work well within a team
Core Competencies:	1- beIN Sports ethics and code of conduct. 2- beIN Sports spirit. 3- Diversity. 4- Integrity.
Work Environment:	Office Work / occasional field work
Job Demands:	Physical characteristics:
	Other characteristics:

7. Performance Measures

- Making accurate bookings
- Communication with others
- Quick Problem Solving

8. Tools and Equipment

- Computer & Internet
- Scheduling System ScheduAll