

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

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

**3. Position Purpose Summary:**

The 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. Coordinator is also responsible for coordinating with relevant internal and external parties to ensure the smooth incoming of news feeds.

- 4. Key Responsibilities and Accountabilities:**
- 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 and programs
  - 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**

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