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| **1. Position Details** |
| **Position Title:**  | **Senior Daily Promotions Coordinator** | ***Position Code:***  |   |
| **Position Type:**  | [ ]  *Editorial* [ ]  *Support* [ ]  *Executive Management* | ***Position Grade:***  |  |
| **Base Location:**  |  | **Group:** |  |
| **Division:**  | MENA Division |
| **Channel / Directorate:**  | Programs Directorate |
| **Department:** | Programs Production Services Department |
| **Section:**  | Daily Promotions Section |

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| **2. Relationships** |
| **Report to :** (Supervisor’s Position) | Head of Daily Promotions |
| **Supervise :** (Subordinates’ Positions) |  |
| **Internal contacts:** | programs, graphics, operations and other relevant departments |
| **External contacts:** | Vendors, Service Providers, Freelancers |

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| **3. Position Purpose Summary:** |
| The Senior Daily Promotions Coordinator is responsible contributes to the completion of tasks in the promotions section through providing materials and compiling reports and checking promotions are completed and delivered on time. |

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| **4. Key Responsibilities and Accountabilities:** |
| * Provides a link between graphics and promotions section and programs and news.
* Archiving major events for graphics and promotion section
* Producing accurate and high quality work.
* Works and cooperates with a diverse range of people to achieve goals.
* Provide day to day administration support to the Department Staff.
* Maintains continuity of work operations by documenting and communicating needed actions and determining continuing requirements
* Establishes priorities and schedules of the department.
* Assist in preparing and managing task lists and team planning.
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| **5. Other Responsibilities** |
| • Perform other duties as required |

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| **6. Job Requirements and Qualifications** |
| **Education:**  | Minimum Bachelor Degree in any related field |
| **Experience:**  | Minimum 4 years’ experience in Media Graphics, Television Journalism or any related work. |
| **Skills:**  | * Good artistic sense
* Creative skills
* High level computer skills
* Good comprehension and communication skills
* Language skills
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| **Knowledge** | * Basic knowledge of promotion production processes
* Microsoft office software
* Good knowledge of sports and TV broadcast & media
* Fluent in Arabic and English
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| **Abilities:**  | * Able to learn new software and skills
* Able to work under pressure to tight deadlines
* Good team player
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| **Core** **Competencies:** | 1- beIN Sports ethics and code of conduct.2- beIN Sports spirit.3- Diversity.4- Integrity. |
| **Work Environment:**  |  |
| **Job Demands:**  | Physical characteristics: |  |
| Other characteristics: |  |

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| **7. Performance Measures** |
| • Promotions delivered accurately and on time• Good feedback from superiors and client departments |

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| **8. Tools and Equipment** |
| • Computer & Internet |