



## **Journal Editorial Assistant - Job Description**

### **Calling all peer review and journal management experts.**

To strengthen our editorial team, we require editorial assistants to help manage our portfolio of journals. We are looking for candidates who ideally have experience in peer review management. This is a part-time home-based position.

### **The Journal Editorial Assistant is mainly responsible for:**

- Providing editorial administrative support for specific journals, working closely with their editorial teams and boards
- Facilitating the progress of papers through the online submission and peer review system and supporting editors in using the online peer review system
- Supporting editors to meet production deadlines
- Managing the journal mailboxes and responding to queries
- Providing meeting support for editorial team or board meetings (e.g. scheduling, preparing papers, taking minutes, reporting)
- Liaising with publisher-specific Journals Team colleagues about editorial and production matters.

### **You should apply if:**

- You have proven experience working in a relevant administrative role, ideally within a journal editorial office or journal publishing role
- You have basic knowledge of the publishing process, particularly the editorial process
- You are proactive, organised and have strong clerical skills
- You have a high level of proficiency in Microsoft Office and the ability to learn our publishing systems quickly
- You are a tactful, diplomatic and clear communicator
- You have good negotiation skills
- You are good at handling competing deadlines and demands for attention
- You have good attention to detail.

#### **PA EDITORIAL**

The Haddon Suite | Unit 6 Sheepbridge Business Centre | 655 Sheffield Road | S41 9ED  
info@paeditorial.co.uk  
07732 499149



## **What we offer at PA EDitorial**

You will join an international team and work with one of the largest open-access publishers in the world. Among the benefits of working for PA EDitorial, you can expect a competitive hourly rate and focused support from your managing editor, who is your first point of contact for any issues.

## **About PA EDitorial**

PA EDitorial provides a culture that not only celebrates the skills and contributions of individuals from all over the world but supports, engages and enables them to bring their contributions out into the open as equals who have much to offer.

Through PA EDitorial, individuals can work in a sector they love – using their skills and minds. We have an acute understanding and appreciation of family life and the juggling that comes alongside that. Through our work at PA EDitorial, we communicate with many other people and organisations worldwide and are looking for team members who fit into our ethos of seeing the world differently.

As part of a positive and vibrant team, you'll share our passion for academia, research, publishing, innovation and technology. We're a team that listens to ideas, develops skills and provide a supportive and dynamic environment.

If you are interested in this role, please send a covering letter and copy of your CV to: [recruitment@paeditorial.co.uk](mailto:recruitment@paeditorial.co.uk)

Please also take the time to complete this short form: <https://forms.gle/SXQh82HN9kD01PRL6>

We look forward to hearing from you.

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