



Senior Managing Editor – Job Description

Due to our continued growth, we have an exciting opportunity to welcome a new senior managing editor into our team.

Within the role, by successfully managing an internal team of journal editorial assistants, you will be expected to ensure that the needs of the client you are responsible for are met. In addition, you will maintain a positive relationship between both parties, supporting the team working on your client account, handling customer queries and complaints and finding solutions to issues raised by your client and/or the internal team.

The role will involve:

- Account management
- Regular meetings with the client and their team
- Understanding their requirements, creating solution focussed strategies and delivering
- Assisting with the set-up of new projects: login information, start date, distribution of work, introductory meeting attendance
- Organising the PA EDitorial team
- Allocating projects
- Recruiting new freelancers
- Quality management
- Query management
- Absence recording and assisting with the management of holiday cover
- Weekly meeting with the CEO to provide feedback, updates and progress reports.

We anticipate this role to take approximately 5 hours per week, but it has the potential to grow into a more significant role as the client expands their portfolio with PA EDitorial.

About PA EDitorial

PA EDitorial works alongside and with a wide range of clients, including Oxford University Press, Taylor and Francis, Springer and many more. We manage over 100 titles using a variety of submission platforms, assisting publishers with the day-to-day running of academic publications.

PA EDitorial

The Haddon Suite | Unit 6 Sheepbridge Business Centre | 655 Sheffield Road | S41 9ED
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07732 499149



Some of the world's most well-known academic publishing houses trust PA EDITORIAL to manage their journals.

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.

To apply for this position, please send a covering letter and a copy of your CV to: recruitment@paeditorial.co.uk

Please also take a moment to complete this short form: <https://forms.gle/QVQhgD77kK2PzHdz6>

We look forward to hearing from you.

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