



Job Title: Project Manager

Hours: 15-20 per week (time to be spread out throughout the week)

Contract Type: Freelance – 12 month contract

Location: European Remote Location

About Us:

PA EDitorial is a vibrant, supportive, and dynamic company dedicated to the academic publishing industry. We celebrate the skills and contributions of individuals from all over the world, fostering an environment that supports, engages, and enables our team to excel. At PA EDitorial, we appreciate the complexities of balancing professional and family life, and we strive to create a work culture that values innovation, technology, and research.

Role Overview:

As a Project Manager at PA EDitorial, you will play a crucial role in supporting our team of four Senior Managing Editors and two support staff. You will manage our diverse clients and a team of over 80 Editorial Professionals, ensuring efficiency and streamlined workflows across the business. Your work will directly contribute to the development of our team and the success of our projects.

Key Responsibilities:

- Conduct weekly meetings with your team to discuss challenges and provide guidance.
- Implement strategies to enhance team development, increase efficiencies, and streamline workflows.
- Assist with daily queries and requests from the wider team.
- Understand and manage the diverse needs of our clients in the academic publishing sector.
- Utilise your knowledge of key submission platforms to support the team.
- Provide exceptional management skills to navigate the challenges of the academic publishing industry.

Qualifications:

PA EDitorial

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



- Proven experience in the academic publishing industry.
- Strong understanding of the challenges faced by the industry.
- Excellent management skills with a track record of successful team leadership.
- Knowledge of key submission platforms used in academic publishing.
- Ability to think strategically and implement effective solutions.

Why Join Us:

- Be part of a team that shares your passion for academia, research, publishing, innovation, and technology.
- Work in a supportive and dynamic environment that listens to ideas and develops skills.
- Engage with a diverse and global team.
- Enjoy a culture that values family life and work-life balance.

How to Apply:

If you have an organized and inquisitive mind, are passionate about academia and publishing, and want to be part of a supportive and innovative team, we would love to hear from you. Contact us at recruitment@paeditorial.co.uk or explore our job listings for more opportunities.

Join us at PA Editorial and make your contribution matter!

PA Editorial

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