



Managing Editor

Job Description

To strengthen our editorial team, we require managing editors to help manage our portfolio of journals. We are looking for candidates who ideally have experience in peer review management.

The Managing Editor 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 system and supporting editors, authors and reviewers in using the system
- Supporting editors to meet production deadlines
- Managing the journal mailboxes and responding to questions and queries (within 24 hours Mon-Fri)
- Providing reports for the editorial team (publisher, editors, board members)
- Liaising with publisher-specific Journals Team colleagues about editorial and production matters.

Qualifications required

- Experience of editorial management and the peer review process in scholarly publishing
- Proficiency in using a Peer Review Management System, for example; ScholarOne or Editorial Manager
- Excellent organisational and time management skills
- Strong attention to detail and ability to meet deadlines
- Effective communication and interpersonal skills
- Ability to work independently and remotely

PA Editorial

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



Hours – Variable dependent on journal(s) assigned

Rate - A competitive hourly rate

Job Type – Freelance

Location – Home based

About PA EDitorial

PA EDitorial Ltd is a prestigious editorial services provider with over 50 years of experience. We specialise in Editorial Management, managing the peer review process for academic journals and supporting all contributors and their Editorial Boards. In addition, we offer Copy-Editing, Proofreading, and Formatting services for academic and teaching material. Our team has expert knowledge of various systems and tools used in the industry.

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.

How to apply

If you are interested in this role, please send a covering letter and copy of your CV to:

recruitment@paeditorial.co.uk

Please also take the time to complete this short form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=4MgdstRXFUqm8wxAMI5DUWZqlwVryKhMmiy0rGclk1hUMkFKM1JCWIY5R09HM1JDSUk00EVNUUtDUyQIQCN0PWcu>

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We look forward to hearing from you.

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