

Editorial Administrator

Job Details:

Days of Work: Monday - Friday
Working Hours: 08:30 - 17:00
Reports to: Editor
Department: Production
Place of Work: European Medical Group Ltd t/a European Medical Journal
The MedBIC
Anglia Ruskin University
Alan Cherry Drive
Chelmsford
Essex
CM1 1SQ

Duties:

- Using your incredible research skills and medical knowledge to assist in commissioning journal content, by researching/sourcing articles, abstracts and features.
- Maintain and develop relationships with Editorial Board members and commission forewords, interviews and peer review suggestions.
- Writing journal & newsletter content, including welcome, congress reviews, news stories and events.
- Assisting with proofing and editing all content, ensuring all contributors and team members comply to procedures, specifications and guidelines.
- Being an enthusiastic team player! Supporting all departments and external contacts.

What's in it for you?

- Annual staff summer and Christmas parties
- Fun monthly team incentives for meeting targets
- Ready progression opportunity to Editorial Assistant
- Company wage with increases after employment milestones
- Growing business with advancement opportunities
- Ongoing coaching and training
- Positive and supportive work environment
- Invaluable experience in medical publishing!
- Positive and supportive work environment

If this sounds like you, apply now!

- Medical Science related degree
- Excellent writing and English language skills
- Strong IT Skills - MS (Excel, Outlook and Word)
- Well-developed communication and interpersonal skills
- Enthusiastic and dedicated team player
- Ability to learn quickly and manage/prioritise a high-volume workload
- Excellent attention to detail and ability to take instruction
- Adheres to company quality standards
- Passionate about medical publishing
- Lives the EMJ Values

What are your goals for your career? For yourself? At the European Medical Journal, we will give you the guidance and training to make them possible - but do you have the drive to make them happen?