

## Editorial Administrator

The goal of the European Medical Group is to become *'The go to place for healthcare professionals in Europe by 2025.'* The reason for this and the reason we are in business is *'To challenge and equip everyone to be the best they can. We want to build our Brand to be **Energetic, Trusted, Progressive, Open-Minded** and **Best in Class.**'*

We work and live by the following values and want everyone that works here to do the same.

**E**ntire buy in - Everyone has **loyalty** to our vision, values, culture, and the long-term goals of EMG. We are committed to doing so in a **positive** and **passionate** way.

**M**ake sure you are self-reliant - We all need to be **proactive** and responsible for our own actions. This will lead to an **inspiring** place to work that we are all **proud** of.

**G**o the extra mile - Always give your best performance, this will create a team that is **different** to anything else, full of **hard working, gold medal winners**.

### **Role Details:**

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**Days of Work:** Monday - Friday

**Working Hours:** 08:30 - 17:00

**Reports to:** Editor

**Department:** Editorial

**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:**

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- Can you use your incredible research skills and medical knowledge to assist in commissioning journal content, by researching/sourcing articles, abstracts and features?
- Could you maintain and develop relationships with Editorial Board members and commission fore-words, interviews and peer review suggestions?
- Would you like to write journal & newsletter content, including welcome, congress reviews, news stories and events?
- Could you assist with proofing and editing all content, ensuring all contributors and team members comply to procedures, specifications and guidelines?
- Are you an enthusiastic team player? Supporting all departments and external contacts?

### **What's in it for you?**

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- Amazing progression opportunities within the company
- Quarterly off site planning days
- Summer Ball and awards night
- Fun monthly incentives for meeting targets
- Company wage with increases after employment milestones
- Exciting and growing industry
- Ongoing coaching and training
- Positive and supportive work environment

## If this sounds like you, apply now!

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- 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?