

House Production 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:

- Helping the production team meet all publication deadlines!
- Keeping databases, records and spreadsheets organised and up to date
- Assessing manuscripts and making your own recommendations on their publication to senior staff
- Inviting and managing peer reviewers for the journal
- Crafting perfect emails, proofreading and providing peer review feedback for our medical authors
- Be an active and enthusiastic team member 😊

What's in it for you?

- Amazing progression opportunities within the company
- Chance to gain experience in the exciting and growing medical publishing industry!
- Annual Staff Summer and Christmas parties
- Fun monthly incentives for meeting targets
- Company wage with increases after employment milestones
- Ongoing coaching and training
- Positive and supportive work environment

If this sounds like you, apply now!

- Confident and a great communicator
- Born problem solver
- Strong IT skills
- Experience in a relevant field is a bonus!
- Team player
- 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?