

Assistant Editor

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.

Entire 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.

Make 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.

Go 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:

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
City of London

Or

The MedBIC, Anglia Ruskin University, Alan Cherry Drive, Chelmsford, Essex, CM1 1SQ

Duties:

- Will you ensure that all journals are published on time and to the highest standard?
- Could you correspond with authors regarding material published or being considered for publication, resolving any issues and making recommendations on behalf of peer reviewers?
- Can you train and support your editorial assistants and assign projects to editorial staff?
- Can you keep ahead of the game with trends and developments in each journal field and decide on Hot Topics?
- Can you monitor and report on progress to the Editor and help with any administrative tasks as needed?
- Will you fact-check, reference-check and copy-edit all in-house work?
- Would you like to write and rewrite headlines, captions, stories and newsletters?
- Can you build relationships with the key opinion leaders in the industry?

What's in it for you?

- Amazing progression opportunities within the company
- Quarterly offsite 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
- Central London location

If this sounds like you, apply now!

- Medical Science related Degree
- 2+ years editorial experience
- Confident and an excellent communicator
- Motivated!
- Strong IT Skills – proficient in MS Excel, Outlook and Word
- Attention to detail
- Excellent writing and English grammar skills
- Able to delegate tasks and work well under pressure
- Supportive with great leadership skills
- 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?