

Publishing 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.

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

Duties:

- Could you be responsible for ensuring our journals are produced to the highest standard? And on time, of course...
- Are you a great communicator? Can you liaise with and manage your network of experts to make sure that all articles submitted are properly processed and peer reviewed?
- Are you organised? Can you keep databases, records and spreadsheets up to date?
- Can you respond to emails and telephone contact in a timely and professional manner?
- Assisting with the order and delivery of reprints to clients?
- Do you want to gain a full understanding of the journal publication process from beginning to end?
- Are you an active and enthusiastic team member?

What's in it for you?

- Amazing progression opportunities within the company
- A great opportunity to gain some publishing experience within the healthcare sector
- 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

If this sounds like you, apply now!

- Bachelor's degree
- Strong IT Skills - MS (Excel, Outlook and Word)
- PRINCE 2, Agile or ILX Project Management Training are a bonus
- 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
- Excellent writing and English language skills are a bonus
- 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?