Assistant Editor Job Description

Job Details:

Days of Work: Monday – Friday
Working Hours: 08:30 – 17:00
Reports to: Head of Publishing
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

Job Description:

To assist the Editor in various tasks and overseeing Editorial Assistants in preparing written materials for publication.

Duties:

• Allocating and assigning projects to editorial staff
• Fact/reference checking and copy-editing of in-house work
• Training Editorial Assistants
• Offering comments to improve the work of Editorial Assistants
• Writing or rewriting headlines, captions, columns, articles, and also stories according to publication requirements
• Providing administrative support to the Editor and assist with any reasonable tasks
• Keeping CRM database and relevant spreadsheets up to date
• Reporting on production progress to Editor/Production Manager
• Sending peer review feedback and confer with authors regarding submission of modifications
• Checking modifications to manuscripts and check all references
• Corresponding with authors regarding material published or being considered for publication
• Dealing with phone and email queries
• Determining Hot Topics
• Selecting feature articles for each issue
• Keeping up-to-date with trends and developments relating to the journals’ subject matter
• Ordering and collating stories for each section and ensure there are appropriate graphics

Requirements:

• Motivated and dedicated with meticulous attention to detail
• Highly organised and able to prioritise workload efficiently
• Ability to learn quickly and manage a high volume workload
• Strong IT Skills – proficient in MS Excel, Outlook and Word
• Good problem solving ability
• Excellent communication skills both written and verbal
• Knows and adheres to company quality standards for customer service
• Good management and leadership skills
• Excellent writing and English grammar skills
• Ability to express ideas clearly and logically
• Ability to concentrate amid confusion and to work under pressure
• Must demonstrate our company values – Hardworking, Passionate, Proactive, Gold Medal Winner, Different, Inspiring, Loyal, Healthy, Proud, Positive