

Assistant Editor (Bucharest)



Organization Overview

A pioneer in scholarly open access publishing, [MDPI](#) has supported academic communities since 1996. Based in Basel, Switzerland, MDPI has the mission to foster open scientific exchange in all forms, across all disciplines. Our 202 diverse, peer-reviewed, open access journals are supported by over 35,500 academic editors. We serve scholars from around the world to ensure the latest research is freely available and all content is distributed under the Creative Commons Attribution License (CC BY).

Since 1996, MDPI has grown into a publishing house with more than 200 diverse open access journals, with further editorial offices in Beijing and Wuhan (China), Barcelona (Spain), Belgrade (Serbia) and Berkley (USA) and freelance editors worldwide.

Job Summary

You would start out as an Editorial Trainee working in close collaboration with our Managing Editors learning how to process papers properly from submission to publication. Once you have successfully completed your six-month traineeship you will be appointed as Assistant Editor. As part of the traineeship you may be required to go to one of our offices in China and work under the supervision of a tutor for one up to three months. No previous editorial experience is required and you will be trained on this type of work. Although this editorial work can be done remotely, you will be required to work 8 hours a day within specific working hours, similar to a full-time job. In a first phase the Assistant Editors will work on a freelancer contract (as 'Persoana Fizica Autorizata').

You should share our passion for spreading the newly acquired knowledge of today's scientific community and feel motivated to contribute to open access publishing.

Depending on your scientific background you will be assigned to work on journals related to your field. We are looking for Editors educated in all scientific fields.

Responsibilities

- Execute editorial work for journals within your area of expertise, including organizing the review process for manuscripts, overseeing editorial decisions and handling the communication between the parties involved in the publication process

Your profile

- Bachelor, Master degree or PhD degree
- Advanced knowledge of MS office applications (Word, Excel, PowerPoint)
- Strong English skills in written and spoken language
- Ability to multi-task, attention to detail
- Experience with scholarly publishing would be beneficial
- Romanian residence permit

Questions and Application

Please send your application letter and CV by E-Mail to mihaila@mdpi.com by **28th February 2019**.