



Assistant Editor (full-time)

Belgrade and Novi Sad

Organization Overview

A pioneer in scholarly open access publishing, MDPI has supported academic communities since 1996. Our mission is to foster open scientific exchange in all forms across all disciplines. We operate more than 300 diverse, peer-reviewed, open access journals and serve scholars from around the world to ensure the latest research is openly and quickly available. MDPI is headquartered in Basel, Switzerland with additional offices in Europe, Asia and North America.

MDPI Serbia was established in 2016 to support the rapid global expansion of MDPI. Over the course of 4 years, we opened two offices in Belgrade (Zvezdara and New Belgrade) and an additional office in Novi Sad. We now have over 600 employees in our 3 Serbian offices, dedicated to ensuring the high-quality research is made available as quickly as possible in different fields of science.

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.

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. We look forward to welcoming energetic new members to our Belgrade and Novi Sad office.

Dependent on your scientific background you will be assigned to an according field. We are mostly looking for Editors educated in the following areas: Chemistry, Molecular Sciences, Engineering, Physics, Biology, Ecology, Environmental Sciences, Medicine, Geosciences, Mathematics.

Responsibilities

- Support the editorial process for academic research journals in your domain of expertise
- Organize the peer-review process for submitted manuscripts and coordinate editorial decisions
- Handle email communication between the parties involved in the publication process
- Collaborate with other members of the editorial team and production team

Your profile

- BsC degree or higher
- 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 beneficial

What we offer

- Full time job with standard working hours (8 hours/day)
- Bonus system for high performing employees
- Private health insurance and team buildings
- Working in a dynamic multicultural team
- Contributing to the academic community

Questions and Application

Please send your application letter and CV by E-Mail to hr-belgrade@mdpi.com or hr-novisad@mdpi.com