



Assistant Editor (full-time)

Belgrade and Novi Sad

Job summary

You would start out as an Editorial Trainee working in close collaboration with our senior editors learning how to successfully handle the scientific publishing process.

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 an according field.

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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

- Suitable BSc, MSc or PhD degree for the above referenced academic disciplines
- Advanced knowledge of MS office applications (Word, Excel, PowerPoint)
- Strong English skills in written and spoken language
- Ability to multi-task and willingness to work in a fast-paced business environment
- Attention to detail
- Experience with scholarly publishing is a plus



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 450 employees in our 3 Serbian offices, dedicated to ensuring that high-quality research is made available as quickly as possible in different fields of science.

Questions and Application

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