



Communications Assistant (full-time)

Belgrade, Serbia

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 200 diverse, peer-reviewed, open access journals supported by over 35,500 academic editors. We serve scholars from around the world to ensure the latest research is openly and broadly available.

MDPI is headquartered in Basel, Switzerland with additional offices in Europe and Asia. We are committed to ensuring that high quality research is made available as quickly as possible. We also support sustainability projects, with sustainability as a key theme in many journals and through the MDPI Sustainability Foundation.

Job Summary

We are looking for a Communications Assistant who will be able to support our editorial teams with contacting researchers and sending invitations to publish with our academic journals. The open position offers the opportunity to gain a basic understanding of the publishing procedure. After showing consistent willingness to learn during the six-month probation period, the successful candidate will get the opportunity for further employment.

Responsibilities

- Respond to journal editors and use internal ticketing system to coordinate the sending of Call for Papers (invitations to authors for publishing in Special Issues)
- Performing quality checks on mailing lists and invitation letters to ensure compliance with internal standards
- Work with other team members in distributing the workload and dealing with variation in number of requests
- Reporting issues and finding solutions in cooperation with IT developers

Your profile

- Bachelor's degree, preferably in social sciences (journalism, marketing, communications or related field)
- You show great attention to detail and are very precise in your approach to work
- Self-motivated and proactive in dealing with new situations
- Willing to constantly adapt to changing processes
- Be a team player
- Advanced English skills in written and spoken language
- Working knowledge of MS Office (Word, Excel)
- Basic knowledge of HTML a plus
- Interested to work in a fast-developing young publishing house

Questions and Application

Please send your application letter and CV to hr-belgrade@mdpi.com