



## **Editorial Assistant Journal of Hepatology / JHEP Reports**

### **JOB DESCRIPTION**

**Reports to:** Journal of Hepatology Editorial Manager  
**Location:** EASL Office in Geneva  
**Start date:** As soon as possible  
**Occupation:** 100%

#### **EUROPEAN ASSOCIATION FOR THE STUDY OF THE LIVER**

The European Association for the Study of the Liver (EASL) is looking for its new Editorial Assistant for its Publications Department. EASL is a non-profit organization (NPO) with its headquarters in Geneva, Switzerland. It performs its duty under a written constitution.

#### *About Journal of Hepatology:*

The *Journal of Hepatology* is a monthly, English language, peer-reviewed journal. First published in 1985 as the official journal of EASL, it provides an international forum for the publication of original articles, reviews and letters to the Editor describing basic, translational, and clinical investigations in hepatology. All articles undergo a rigorous peer review and are selected based on the originality of the findings, the superior quality of the work described, and the clarity of presentation.

This year the *Journal of Hepatology* achieved exceptional results with a 2018 impact factor of 18.95, the highest the Journal has achieved, and with more than 2,600,000 downloads in 2018, it is firmly established as one of the premier publications in the field of Gastroenterology and Hepatology. Last year 46% of submissions originated from Asia, 13% from the USA and 33% from Europe, indicating the truly international nature of the Journal.

#### *About JHEP Reports:*

*JHEP Reports* is EASL's new Open Access journal. First published in 2019 it publishes original papers, reviews, and letters to the Editor concerned with basic, translation and clinical research in the field of hepatology. The aim is for *JHEP Reports* to be an innovative journal publishing global issues in hepatology, with specific focus on clinical trials, novel diagnostics, precision medicine and therapeutics, cellular and molecular research, metabolism, cancer, microbiome, systems biology, epidemiology, and biotechnology advances and devices.

#### *About EASL*

EASL was established in 1966 by a founding group of 70 European hepatologists. Over the past 50 years it has grown into a major European medical association with significant international representation and global influence. EASL currently has over 4,000 members from all continents, and the annual meeting is now the major international scientific event for liver diseases with more than 10,000 participants. EASL's core mission is the promotion of research and education concerning the liver and liver diseases. EASL runs a comprehensive portfolio of conferences, schools and related educational meetings. More recently, EASL has established a broad collection of online education and digital tools.

EASL acts as an advisor to European and national health authorities. All EASL activities and projects are coordinated and executed by the EASL office in Geneva, which currently hosts more than 20 employees across several departments. The current office covers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

European Association for the Study of the Liver

7 rue Daubin 1203 Geneva Switzerland | Phone +41 22 807 03 60  
easloffice@easloffice.eu | www.easl.eu

### **The position**

The Editorial Assistant provides administrative support to the *Journal of Hepatology* and *JHEP Reports*. The main tasks of the Editorial Assistant will include managing the flux of incoming articles using a manuscript tracking system, answering emails and various enquiries, and keeping databases updated. Depending on the personality and willingness of the candidate, the Editorial Assistant could also be involved in various projects and developments.

### **The candidate**

The selected candidate will have a proven track record of excellent organisational and communication skills. She/He will have a service-oriented approach to the job and a strong attention to details. The selected candidate will be able to work independently with a hands-on attitude. The selected candidate will be organised, precise, forward-thinking, pro-active, patient and dedicated.

### **Major duties and responsibilities include:**

- Manage the flow of manuscripts from submission to acceptance through the manuscript tracking system.
- Assess manuscripts for suitability for peer review and adherence to requirements, rapidly resolving questions with authors when required.
- Provide support to reviewers and Editors to ensure that manuscripts are progressing efficiently and that turnaround time goals are met (e.g., reminding them of deadlines and providing support in resolving any manuscript issues).
- Respond effectively and within agreed timelines to queries from authors and Editors.
- Keep databases, spreadsheets and other records up to date.
- Contribute to the development of EASL's Clinical Practice Guidelines by providing support to the different panels.
- Assist with ad-hoc administrative matters as assigned.

### **The skill set required:**

- Excellent MS Office skills (Word, Excel, PowerPoint, Outlook).
- English native speaker or equivalent level.
- Excellent oral and written communication skills.
- Thoroughness and attention to detail.
- Interpersonal skills & comfortable with working in a collaborative team environment.

### *A plus:*

- Previous experience in a similar role.
- Experience using Editorial Manager.

### **Contact details:**

Please send complete application (CV, and motivation letter) to [recruitments@easloffice.eu](mailto:recruitments@easloffice.eu)  
Only complete application will be considered.

NB. Due to time constraints, we will only answer to the applicants that are selected for a first round of interview.  
Thank you for your understanding.