

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

### **JOB DESCRIPTION**

**Reports to:** Head of Publications  
**Location:** EASL Office in Geneva  
**Start date:** As soon as possible.  
**Occupation:** 100%

The European Association for the Study of the Liver (EASL) is a major European medical association with significant international representation and global influence. 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 activities. The association publishes the *Journal of Hepatology*, a leading global medical journal and *JHEP Reports*, a new Open Access journal.

We are currently looking for a new Editorial Assistant for our Publications Department.

#### **The position**

The Editorial Assistant performs a variety of administrative duties that are essential to the effective and efficient operation of EASL's journals. In a fast-paced and stimulating environment, under the direction of the Head of Publications and in collaboration with the Scientific Illustrator, Medical Writer, and Editorial Coordinator, the Editorial Assistant is involved in all stages of the publication process, from submission to publication.

The Editorial Assistant serves as the principal liaison with the academic and medical communities by managing the Journals' peer-review process.

This is a starting position; the role may evolve over time.

#### **Responsibilities include but are not limited to:**

- 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.
- Frequent interaction with other EASL Office team members in order to ensure familiarity and consistency with working practices and concerns of other EASL business units.

**Key strengths**

- Ability to work efficiently and independently, especially during times of high volume and strict deadlines.
- Excellent interpersonal and oral communication skills, with a strong ability to work well within a team structure.
- Flexible attitude – adapting to changing priorities.
- Thoroughness, attention to detail and experience with image editing software (e.g., Adobe Photoshop, or Adobe Illustrator)
- IT skills (including advanced Word, PowerPoint, Excel, social media, email)
- The ideal candidate will be a motivated, enthusiastic, and positive person.

**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.
- Strong inter-personal skills and comfortable working in a collaborative team environment.

*A plus:*

- Previous experience in a similar role.
- Experience using Editorial Manager or other manuscript submission platform.

**Contact details:**

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

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