

**JHEP Reports – ADMINISTRATIVE ASSISTANT**

**Position:** Administrative assistant to the Editor in Chief of *JHEP Reports*, EASL's first Open Access Journal.  
**Location:** Barcelona, Spain  
**Salary expectation:** Salary will be adapted to skills/capabilities of the candidate  
**Reports to:** Editor-in-Chief  
**Start date:** September 1, 2023  
**Occupation:** Full time

**Position:**

To provide essential administrative support assisting with various tasks related to the editorial and administrative duties. Working closely with the journal's editorial team to facilitate the timely publication of high-quality research articles.

**Responsibilities:**

General administration duties and manuscript management include, but are not limited to:

**1.- General Administrative duties:**

- Manage and respond emails and correspondence addressed to the EiC and Deputy Editor.
- Assist in updating and maintaining the journal's website.
- Assist in preparing documentation as required.

**2.- Manuscript management:**

- Maintain a well-organized electronic filing system for manuscripts.
- Assign manuscripts to reviewers and monitor and track the progress.
- Correspond with reviewers and authors to ensure timely completion of the process.
- Check for plagiarism
- Check for duplication with other manuscripts submitted previously
- Manage letters to editors
- Manage rebuttals and Conflict of interest (supporting EiC/Deputy Editor)
- Assist the Editorial Office in editing titles / abstract of manuscripts.

*\*The role may evolve over time to.*

**Skills required:**

- Previous experience in a similar role or in academic research projects
- The candidate must have proven communication skills and an excellent command of both spoken and written English, Advanced in English, C1-Advanced or C2-Proficiency
- Strong organizational skills and attention to detail to be able to multi-task.
- Ability to work independently and in a team-orientated environment.
- Time management skills to meet deadlines and prioritize tasks efficiently
- IT skills (including advanced Word, PowerPoint, Excel, social media, email)

**Contact details:**

Please send complete application (CV, and motivation letter) to [afarrec@clinic.cat](mailto:afarrec@clinic.cat)  
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.**