

6 December 2023

Editorial Assistant

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

The Association:

The European Association for the Study of the Liver (EASL) is a non-profit organisation with its headquarters in Geneva, Switzerland. It performs its duty under a written constitution. All EASL activities and projects are coordinated by the EASL office in Geneva, which employs more than 30 people across several departments. The diverse and dynamic team offers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

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 has approximately 5,000 members from all continents, and the annual meeting is now the major international scientific event for liver diseases with more than 9,000 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 also established a broad collection of online education and digital tools. EASL acts as an advisor to global, regional and national health authorities, patient organisations and civil society on public health, policy and advocacy matters.

The Publication Team

This diverse team brings together people from different backgrounds, cultures, and skills. While working in close collaboration with other team members, each member works autonomously on specific tasks, contributing distinct expertise and perspectives.

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 Graphic Arts Project Manager, 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.

Key responsibility 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.
- If required, assist the with checking all proof stages, liaising with external publishing contacts at each stage.
- If required, check re-designed figures for scientific accuracy and adherence to journal standards.
- If required, work with the Scientific Illustrator to perform image manipulation/plagiarism checks at relevant steps of publication process.
- 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.

Qualifications and experience:

- Ability to work efficiently and independently, especially during times of high volume and strict deadlines.
- Flexible attitude – adapting to changing priorities.
- A university degree in life sciences or medical related field.
- IT skills (including advanced Word, PowerPoint, Excel, social media, email)
- English native speaker or equivalent level.

Additional requirement:

- Excellent oral and written communication skills.
- Thoroughness, attention to detail and experience with image editing software (*e.g.*, Adobe Photoshop, or Adobe Illustrator)
- Strong inter-personal skills and comfortable working in a collaborative team environment.
- The ideal candidate will be a motivated, enthusiastic, and positive person.

A plus:

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

What we offer:

- Flexible working hours
- Exceptionally good pension plan
- Diverse, equitable and inclusive workplace and employer
- Job security, integration into EASL Office team and EASL leadership governance community
- One to one management and mentoring
- Career development guidance and opportunity

EASL is committed to equality of opportunity and encourages applications from all qualified candidates regardless of sex, age, disability, gender identity, religion, or ethnicity.

Contact details:

Please send the complete application (CV, motivation letter, Certificates and Diplomas) to recruitments@easloffice.eu

Only complete applications will be considered. Please note that due to time constraints, we will only answer the applicants that are selected for a first round of interview. Thank you for your understanding.