

De Gruyter Brill is a global leader in humanities publishing and beyond. Headquartered in Berlin (Germany) and the second largest office in Leiden (The Netherlands), De Gruyter Brill publishes over 3,500 books and 800 journals per year. A merger of the publishing houses De Gruyter and Brill, the heritage of De Gruyter Brill goes back to 1683 and 1749, respectively. Since then, De Gruyter Brill has been committed to publishing excellent scholarly works as a trusted partner of academics across disciplines.

For more information, visit degruyterbrill.com.

Berlin | Full-time employee | As of now

Journals Assistant (f/m/d)

Our Journals Team manage the publication of high-quality academic journals. In your role as Journals Assistant, you will be responsible for supporting the operational activities of the team, contributing to the day-to-day running of some of the portfolio, and in the delivery of projects. It is an opportunity to get a varied and strong grounding in multiple elements of journals management with chances to develop competencies in relationship management, market analysis, project delivery. This is a permanent position. You can work from Germany, the Netherlands, the UK, Ireland, France, Poland, the US, China, Hong Kong, or Singapore.

Your Tasks

- Providing support to the journal management activities including:
 - Analysis and reporting
 - Customer support
 - Ownership of administrative aspects of the team
- Working closely with Senior and Journals Manager to contribute to projects contributing to growth
- Close collaboration with colleagues across the global business to ensure smooth running of team activities
- Building and sustaining relationships with our editors and societies

Your Profile

- Academic background in the humanities or social sciences or a comparable degree, preferably a Masters or Diploma
- Innovative and entrepreneurial mindset with the ability to question existing assumptions and practices and actively seek solutions
- Strong organizational skills and the ability to meet deadlines
- Excellent communication skills in English and German

We offer you

- An exciting professional challenge for one of the innovation drivers of the publishing industry
- Family-friendly working time models, flexitime and a flexible home office arrangement for a good work-life balance
- A generous vacation entitlement and special leave days
- Extensive benefits and allowances for a healthy, balanced life
- Development budget and opportunities for training and personal development
- Passionate colleagues in diverse, international teams; joint team events and company parties

At De Gruyter, we believe in diversity and are committed to equal employment opportunities for everyone. It is our shared goal to create a workplace culture centered around inclusion and belonging.

Ute Linden

People + Culture

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Jetzt Bewerben

