

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 | Jun 1, 2024

Volontär*in Insights & Analysis (w/m/d)

The Insights & Analysis department focuses on understanding the needs and motivations of authors, researchers and librarians. During the traineeship in the Insights & Analysis department, you will learn how to carry out market research projects independently. The traineeship is based in Berlin (with partial hybrid work option) and is limited to 12 months.

Your Tasks

- Supporting the Insights & Analysis team with quantitative and qualitative projects in the field of market research and user research
- Technical implementation of surveys (incl. translation, creation in the tool and control) and independent implementation of e-mail campaigns to various customer groups
- Data processing and management: maintenance, preparation and further processing of customer data for analysis purposes, e.g. in SPSS, Salesforce and Excel
- Independent execution of analyses, research and (assistance in) creating presentations and reports
- Organizational support for the team, e.g. through project management, preparation and follow-up of appointments and materials

Your Profile

- Graduate in social sciences, psychology or other degree programs relevant to the position
- Excellent organizational skills, motivation and curiosity about people
- Quick comprehension, a high degree of diligence, an eye for detail and a willingness to work on your own initiative
- Confident knowledge of common MS Office programs and good technical comprehension skills
- Excellent written and spoken English and German skills

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

