Karger Publishers is a Basel-based publisher of scientific and medical journals and books world-wide. For our Editorial Office, we are looking for a motivated person to join our dynamic team as

**Editorial Office Manager 80 %**

At Karger Publishers, all manuscript submissions to our medical and scientific journals undergo a peer-review process. We at the editorial office co-ordinate and provide support during this process using professional ePublishing Tools.

This demanding, multifaceted role includes:

• administration of 8-10 journals during the peer-review process, which you will maintain in an autonomous role within a team environment (This includes control and monitoring duties; no proofreading)
• communications with external parties in business English
• communications with internal parties in German
• on-demand preparation of statistics, meeting reports, special requests
• co-ordination of activities between external and internal parties within the framework of the peer-review process
• Support function for both internal and external inquiries

Qualification and experience required:

• ability to communicate effectively with external clients in business English
• solid German language skills for internal communications
• experienced use of standard programs such as excel, word, Powerpoint, Acrobat PDF
• quick comprehension skills in processing various interlinking workflows and processes
• attention to detail: accurate and meticulous
• ability to work independently and under pressure (good prioritization, organisational and problem-solving skills)
• a good team player
• knowledge of scientific publishing would be advantageous

If you are challenged by this versatile task, we look forward to receiving your application directly to humanresources@karger.com.