FEBS Press is seeking an Editorial Assistant, to work on three journals, *FEBS Open Bio*, *The FEBS Journal* and *Molecular Oncology* in their offices in central Cambridge. Duties will include:

- Providing support for authors, editors and reviewers throughout the peer review process
- Running quality checks on new submissions and accepted manuscripts, including editing titles and abstracts
- Generating and assisting with the analysis of journal performance data
- Writing highlights of published papers and maintaining the journals’ social media feeds
- Supporting other journal staff in the development of the journals

Applicants should have a natural sciences degree. This is an entry-level job, offering the opportunity to gain experience in scientific publishing. We seek an energetic, enthusiastic candidate who will flourish as part of a small, dynamic team.

The ideal candidate will have:

- Excellent communication skills (spoken and written)
- An eye for detail
- Good organizational skills
- Ability to manage their own workload and to meet deadlines

**FEBS - general information**

Founded on 1st January 1964, the Federation of European Biochemical Societies (FEBS) has become one of Europe’s largest organizations in the molecular life sciences, with over 36,000 members across more than 35 biochemistry and molecular biology societies (its 'Constituent Societies') in different countries of Europe and neighbouring regions. As a grass-roots organization, FEBS thereby provides a voice to a large part of the academic research and teaching community in Europe and beyond.

As a charity, FEBS promotes and supports biochemistry, molecular biology, cell biology, molecular biophysics and related research areas through its four scientific journals: *FEBS Journal*, *FEBS Letters*, *FEBS OpenBio* and *Molecular Oncology* and through its Congress, Advanced Courses, Fellowships and other initiatives. There is an emphasis in many programmes on scientific exchange and cooperation between scientists working in different countries, and on promotion of the training of early-career scientists.

*The FEBS Journal* and *FEBS Open Bio* editorial teams and FEBS administrative and finance personnel are based at their office in central Cambridge.

The postholder will report to Mary Purton, Executive Editor of FEBS Open Bio and FEBS Press Coordinator Emily Chenette, The FEBS Journal Editorial Manager, and Julio Celis, Editor in Chief of Molecular Oncology.
Additional Job Details

Salary: competitive salary depending on experience, plus 15% gross salary employer pension contribution.

Annual leave: 24 days (in addition to English bank and public holidays)

Duration: 1 year fixed term contract, in the first instance.

Starting: late January/early February

Location: Cambridge, UK

Hours: full-time, Monday to Friday, 0900 – 1700.

How to apply:

Please send a CV and covering letter explaining your interest in the position to Mary Purton at purton@camfebs.co.uk. Successful applicants should be prepared to provide contact details for two references.

Closing date: Wednesday 14th December 2016; interviews to be held early January 2017.

All offers of employment are made subject to verification of eligibility to work in the UK. In accordance with the Equality Act 2010 and our duty to make reasonable adjustments, please give details of any special arrangements you would require to attend an interview. Once an offer of employment has been accepted, the successful candidate may be required to undergo a security check.