Editorial Assistant

FEBS is a charitable organization supporting research and education in molecular life sciences. It owns and publishes four internationally renowned scientific journals. We are seeking an energetic, enthusiastic individual to assist with the administration of the journals FEBS Open Bio and Molecular Oncology in our office in Cambridge, UK. Duties will include:

- Running quality checks on newly submitted research papers
- Providing support for authors, editors and reviewers throughout the peer review process
- Generating and assisting with the analysis of journal performance data
- Maintaining the journals' social media feeds
- Supporting other journal staff in the development of the journals

The ideal candidate will have an interest in science, with a life sciences degree preferred. One or two years’ experience in an administrative role would be an advantage but is not essential. Skills required:

- Excellent communication skills (spoken and written)
- Competency in office software, including Outlook and Excel
- An eye for detail
- Good organizational skills
- Ability to manage their own workload and to meet deadlines

Additional job details

Salary: £20,400–£24,480 depending on experience, plus 15% gross salary employer pension contribution.

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

Probation period: 6 months

Hours: full-time, Monday to Friday, 09:00–17:00.

How to apply

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

Closing date: Monday 3 September. Interviews to be held early September 2018.

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.

About FEBS

The Federation of European Biochemical Societies (FEBS) is one of Europe’s largest organizations in the molecular life sciences, representing the members of more than 35 biochemistry and molecular biology societies in Europe and neighbouring regions. FEBS’ four journals are published under the imprint of FEBS Press, with all net income from the journals reinvested in molecular life sciences, supporting fellowships, advanced courses, congresses, and other initiatives.