

## **Assistant Editor Job Description**

### **Job Details:**

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**Days of Work:** Monday – Friday  
**Working Hours:** 08:30 – 17:00  
**Reports to:** Head of Publishing  
**Department:** Editorial  
**Place of Work:** European Medical Group Ltd t/a European Medical Journal  
The MedBIC  
Anglia Ruskin University  
Alan Cherry Drive  
Chelmsford  
Essex  
CM1 1SQ

### **Job Description:**

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To assist the Editor in various tasks and overseeing Editorial Assistants in preparing written materials for publication.

### **Duties:**

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- Allocating and assigning projects to editorial staff
- Fact/reference checking and copy-editing of in-house work
- Training Editorial Assistants
- Offering comments to improve the work of Editorial Assistants
- Writing or rewriting headlines, captions, columns, articles, and also stories according to publication requirements
- Providing administrative support to the Editor and assist with any reasonable tasks
- Keeping CRM database and relevant spreadsheets up to date
- Reporting on production progress to Editor/Production Manager
- Sending peer review feedback and confer with authors regarding submission of modifications
- Checking modifications to manuscripts and check all references
- Corresponding with authors regarding material published or being considered for publication
- Dealing with phone and email queries
- Determining Hot Topics
- Selecting feature articles for each issue
- Keeping up-to-date with trends and developments relating to the journals' subject matter
- Ordering and collating stories for each section and ensure there are appropriate graphics

### **Requirements:**

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- Motivated and dedicated with meticulous attention to detail
- Highly organised and able to prioritise workload efficiently
- Ability to learn quickly and manage a high volume workload
- Strong IT Skills – proficient in MS Excel, Outlook and Word
- Good problem solving ability
- Excellent communication skills both written and verbal
- Knows and adheres to company quality standards for customer service
- Good management and leadership skills
- Excellent writing and English grammar skills
- Ability to express ideas clearly and logically
- Ability to concentrate amid confusion and to work under pressure
- Must demonstrate our company values – Hardworking, Passionate, Proactive, Gold Medal Winner, Different, Inspiring, Loyal, Healthy, Proud, Positive