

## **Editorial Assistant**

We are pleased to be recruiting for a full-time Editorial Assistant in our busy Oxford office. We are seeking an enthusiastic, well-organised and detail-oriented candidate to support our Commissioning Editors. The ideal candidate will be a native English speaker with some understanding of academic publishing. Fluency in another language (French, German, Spanish, Portuguese and/or Italian) and experience with databases would be advantageous.

### **Key responsibilities:**

- Soliciting and managing publicity materials
- Arranging and coordinating peer review for book projects
- Supporting author and editor correspondence
- Maintaining editorial data in ERP software
- Managing workload in an efficient and time-sensitive manner
- Communicating with in-house editors and production team

The successful candidate will work well within a team and have excellent communication skills. She or he will need to maintain good relationships with authors and volume editors as well as colleagues in the Oxford office and in the other Peter Lang offices worldwide.

Please apply in the first instance with your covering letter and CV to the Publishing Director, Lucy Melville: [oxford@peterlang.com](mailto:oxford@peterlang.com)

**Company:** Peter Lang Ltd, [www.peterlang.com](http://www.peterlang.com)

**Location:** Oxford

**Salary description:** £20,000 p.a.

**Deadline for application:** 12 pm, Thursday 15 February 2018