



De Gruyter Brill is a global leader in scholarly publishing in the humanities and beyond. Combining a rich heritage dating back to 1683 with a forward-looking mindset, our mission is to publish and curate indispensable research that breaks boundaries, builds new bonds, and shapes a better future. Join our diverse and passionate team of over 600 colleagues around the world – and help us shape the future of scholarly communications.

For more information, visit [\*\*degruyterbrill.com\*\*](https://degruyterbrill.com).

## Publishing Assistant (f/m/d)

### Leiden | Part Time (32 hours p/w) | As soon as possible

Publishing talks to scholars and scientists around the world with the aim of publishing their research findings. The output can be a monograph, a journal article, an excavation report, or another scholarly format. The “front office” of Publishing is staffed by Acquisitions Editors who maintain and expand their networks in certain fields, for example Biblical Studies, or Art History to encourage scholars to publish with Brill. The “back office” is where Associate Editors take care of the submitted manuscripts, guiding authors through Brill’s publishing procedures. The Publishing Assistants offer a variety of support services in the back office.

The Publishing Assistance Team currently exists of 3 Publishing Assistants and a Team Lead.

Publishing consists of 10 publishing units that are managed from our global offices. You, the Publishing Assistant, will primarily support the different units in the Leiden and Boston offices.

### Your tasks

- Entering data and creating records in our database system Klopotek;
- Sending and receiving contracts in accordance with instructions;
- Assist with maintaining the royalty administration and facilitating the yearly royalty process;
- Provide input for different process optimization projects;
- Addressing queries and answering questions from both the internal

### Your profile

- Experience in the publishing industry is a plus;
- Excellent written and spoken English;
- Proficient at Microsoft Office Suite and PDF tools;
- Strong inter-personal and communication skills;
- Strong organizational and problem-solving skills, with ability to meet deadlines;
- Highly motivated and enthusiastic with an entrepreneurial spirit;

- organization and external stakeholders about publishing-related matters;
- Providing general administrative support.
- Goal and results-oriented.

## We offer you

- An exciting professional challenge for one of the innovation drivers of the publishing industry
- Family-friendly working time models, flexitime, and flexible home office arrangements to support a healthy work-life balance, alongside a substantial vacation allowance and additional special leave days
- Extensive benefits and allowances for a healthy, balanced life
- Development budget and opportunities for training and personal development
- Passionate colleagues in diverse, international teams; joint team events and company parties

At De Gruyter Brill, we are dedicated to diversity, equal opportunity, and building an inclusive culture where everyone belongs. We believe in individual potential, so please apply even if you don't meet every requirement—passion and a willingness to learn matter as much as qualifications. We look forward to hearing from you!

**Takka Bartels**  
**People + Culture**  
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Apply Now!

