



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).

Journal Publishing Systems Manager

(f/m/d)

India or Poland | Full-time | As soon as possible

As a Manager of Journal Publishing Systems within De Gruyter Brill's Journal Operations department, you will be responsible for managing the processes across the entire journal-article workflow, from submission through post-publication. You will oversee administration, user support, and training for all publishing systems, ensuring the smooth operation of De Gruyter's day-to-day journal activities. You will manage the systems together with external service providers and in collaboration with the Journal Operations and IT teams. As a temporary replacement, the position is limited for one year.

Your tasks

- Take responsibility for all submission, production, and database systems used within Journal Operations (including ScholarOne and Editorial Manager)
- System administration: user, role, permission, and workflow management
- Provide second-level support and regular training for internal teams and external users
- Act as internal Product Owner for systems, in coordination with the team and our IT strategy

Your profile

- Completed degree in book and media production, publishing, or a related field, or several years of professional experience in journal publishing
- Extensive experience with operational publication processes for academic journals
- Excellent knowledge of MS Office applications and experience with XML
- Extensive experience in project management and working in project teams
- Experience in working with system providers and in requirements

- Manage system providers, including issue resolution, development (requirements management, project management, testing), and release communication
- Support reporting requirements management
- Excellent organizational skills, with a goal- and deadline-oriented, structured approach to work
- Sound technological understanding combined with analytical problem-solving skills and an enthusiasm for innovation
- Strong service orientation and communication skills, with intercultural sensitivity
- Fluent in English and German
- Strong teamwork and ability to integrate and collaborate effectively

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!

Anja Gaßmann
People + Culture
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Apply Now!

