



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).

# Junior Manager Publisher Operations (F/M/D)

**Berlin | Full Time | August 2025**

In this role, you will be responsible for the operational support of our partner publishers and the integration of new partners into our operational systems and processes. This position is based within Paradigm Publishing Services and requires you to report directly to the Director of Operations, Paradigm Publishing Services.

## Your tasks

- Point of contact for partner publishers in the areas of metadata and content delivery and set-up for all product forms (ebook, print, journals)
- Involvement in the integration of new partner publishers into systems and processes
- Monitoring the complete and timely delivery of data from partner publishers to Paradigm Publishing Services
- Analysis and assessment of data quality and, if necessary, identification of optimization potential in coordination with team members and supervisor
- Coordination of smaller data projects with service providers

## Your profile

- Minimum bachelor's degree in LIS, IT, publishing or similar background, such as professional training/apprenticeship, career changers also welcome, if profile meets demands
- Ideally, first experience working in (scientific) publishing, f. e. as a student or intern
- Good IT skills, and willingness to acquire knowledge of XML, including the industry standard ONIX
- Ideally initial experience with working in a database or an ERP software, SAP preferred
- Good understanding of technical interrelationships and dependencies

- Entering or adjusting data in ERP system, depending on scale either manually or in coordination with other departments
- Collaboration with Publisher Relations Managers to exchange information on individual partner publishers
- Take part in meetings with partner publishers on the above topics
- Ability to break down and explain complex technical processes for external stakeholders, such as partner publishers
- Analytical thinking as well as solution orientation, confident prioritization and efficiency in the implementation of the responsible goals
- Very good communication skills, especially working within an intercultural and remote team, and with global stakeholders
- Fluent in English, ideally also German

## 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!

**Vontavia Smith**  
**People + Culture**  
**857-303-0165**

Apply Now!

