



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).

Manager Business Analysis (f/m/d)

Berlin/Leiden/Boston/Remote | Full-time | as soon as possible

Our Data Standards and Processes department is responsible for managing all content data, metadata, and process-related standards. In this role, you will ensure that data requirements are clearly defined, aligned with business goals, and effectively integrated into internal workflows and external data exchanges. Your work will enable seamless data creation and usage while maintaining compliance with industry standards. The position is permanent.

Your tasks

- Oversee projects to gather, clarify, and implement data requirements, ensuring alignment with internal business processes, metadata standards, and external requirements
- Manage change requests and establish standards, rules, and best practices for metadata governance.
- Analyze the impact of data requirements on business operations and workflows, ensuring efficient integration and minimizing disruptions
- Conduct metadata audits to ensure quality, compliance, and adherence to governance policies
- Collaborate with cross-functional teams to implement metadata

Your profile

- Experience in business analysis and project management, ideally in publishing or content management
- Knowledge of metadata standards (e.g., ONIX, MARC) and content formats (e.g., XML, EPUB).
- Excellent analytical, organizational, and communication skills
- Familiarity with data lifecycle processes and metadata management tools
- Degree in a related field or equivalent experience
- Efficient, structured working style; flexibility; reliability; self-motivated
- Fluent communication in English (CEFR B2 or higher).

initiatives, providing training and documentation as needed

- Act as a liaison between business, technology, and external partners to ensure metadata strategies support operational and strategic goals

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
+49 30260 05-405

Apply Now!

