



Paradigm Publishing Services is the publishing services division of De Gruyter Brill, a leading publisher in the humanities and beyond with a heritage going back to 1683. Paradigm focuses on supporting smaller publishers, societies, and university presses to ensure their digital visibility, financial sustainability, independence, and success.

For more information, visit paradigmpublishingservices.com

Administrative Assistant (F/M/D)

Warsaw | Full-time employee | Aug 5, 2026

We are looking for a proactive, detail-oriented and well-organized Administration Assistant to support the day-to-day operations of our Administration department. In this role, you will be responsible for a broad range of administrative tasks, ensuring the smooth running of the office while providing support to employees, external and internal partners. You will also assist with finance-related administrative processes, including invoice handling and document management.

This position is ideal for someone who enjoys working in a dynamic environment, is highly organized, has excellent communication skills and takes pride in delivering accurate, high-quality administrative support.

This is an office-based position requiring regular on-site work at our office in central Warsaw.

If you would like to join our team, please send us your CV in English.

Salary band: PLN 5,500 – 7,500 gross per month, depending on experience and qualifications.

Your tasks

- Communicating with the company's clients and employees by phone, email and in person.
- Organising and managing document workflows, including document filing and archiving.
- Coordinating external services used by the company, including postal, internet, telecommunications, insurance and recruitment services.
- Supporting employees with expense claims, business travel arrangements

Your profile

- Very good command of English, both written and spoken,
- Good knowledge of MS Office applications, particularly Excel and Word,
- Excellent organisational and time-management skills, with the ability to work independently and effectively.
- A thorough and accurate approach to work, together with the ability to manage large volumes of information.

- and other administrative matters.
- Preparing documents and submitting them to the external accounting office.
- Organising meetings, business trips and company events.
- Managing office supplies and placing orders when required.
- Welcoming and assisting clients and other visitors to the office.
- Working closely with the HR team to support the onboarding of new employees, including preparing workstations
- Initiative, flexibility and a willingness to learn.
- Basic knowledge of accounting documents would be an advantage.

We offer you

- An exciting professional challenge for one of the innovation drivers of the publishing industry
- 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!

Ewelina Stańczuk
People + Culture

[Apply Now!](#)

