



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 800 colleagues around the world – and help us shape the future of scholarly communications.

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# Associate Editor Social Sciences (f/m/d)

**Leiden | Full-time employee | Aug 15, 2026**

The Associate Editor will assist the Acquisitions Editor for Social Sciences and support the publication of books and journals in the Social Sciences publishing department as well as Educational portfolio. The Associate Editor is responsible for the organization and project management of the dynamic and growing Social Sciences publishing program and will further support its development.

## Your tasks

- Correspond and maintain excellent working relationships with authors, and series editors regarding their projects
- Maintain publishing schedules for all titles, from pre-production through publication to post-publication
- Assist Acquisitions Editor and series editors with book proposal and manuscript reviews
- Develop proficiency and work with various IT systems including Klopotek, Editorial Manager, etc. to enter and maintain project data and schedules
- Ensure book manuscripts and supporting materials from authors

## Your profile

- College degree required, preferably in a related field
- Excellent written and spoken English, additional language proficiency is an advantage
- Strong organizational and problem-solving skills, with ability to meet deadlines
- Strong inter-personal, cross-cultural, and communication skills
- Ability to work as part of the team as well as independently
- Previous editorial experience preferred

are ready for production

- Proofread promotion texts and front matters for books, journals, and other publications
- Provide support to authors, editors, and other stakeholders after publication
- Coordinate with other team members to provide input for newsletters and social media accounts

## 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**

**+31 71 535 3448**

Apply Now!

