



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).

# Project Manager Online Resources

## (f/m/d)

### Berlin | full-time | as soon as possible

De Gruyter Brill is seeking an experienced and highly organized Project Manager to join our Digital Product Operations team. This team is responsible for managing complex publishing projects that fall outside the scope of standard books or journals. These projects are delivered on time and within budget and involve preparing content for both digital and print publication. In this role you report to the Head of Projects (Major Reference Works). Please note that this is a fixed-term position for two years.

### Your tasks

- Convert publishing plans into detailed project plans, including budgets, timelines, methods and resource planning.
- Coordinate editorial teams and external partners, monitor progress, and proactively address any issues or delays.
- Manage project budgets, flag potential overruns, and propose changes to planning and resourcing as needed.
- Guide and support authors and editors.
- Ensure all content meets De Gruyter Brill's quality standards and

### Your profile

- Bachelor's degree or equivalent; ideally supported by project management training.
- Familiarity with publishing workflows.
- Strong project management and organizational skills.
- A knowledge of xml is ideal.
- Excellent communication skills (written and spoken).
- Collaborative, persuasive, and effective in matrix organizations without formal authority.
- Quality- and service-driven mindset.
- Fluent in English; proficiency in at least one additional modern language is a

- communicate requirements clearly when needed.
- Ensure a timely and accurate handover to Production and/or the Platform Manager.
- Contribute to the improvement of workflows and documentation in collaboration with the rest of the project management team.

- plus.
- Proficient in Microsoft Office, particularly Excel.

## 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!

