



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

Publishing Advisor (M/W/D)

Warsaw | Full-time employee | May 4, 2026

We are looking for an experienced and motivated Publishing Advisor to join our team at De Gruyter Brill in Poland. In this role, you will be responsible for managing and developing a diverse portfolio of academic journals, ensuring compliance with industry standards, and driving the journals' impact and financial stability. The ideal candidate will have a strong background in academic publishing, excellent communication and organizational skills, and the ability to adapt to evolving industry trends. If you are passionate about enhancing the reach and quality of academic publications, we invite you to apply for this exciting opportunity.

Salary range for the position - 8000 - 11500 PLN gross/month

Your tasks

Policy Development and Implementation

Support and advise on operational policies and procedures to ensure compliance with industry standards and best practices
Stay updated with industry trends and regulatory changes to adapt these policies accordingly

Document this knowledge into comprehensive guidelines and instructions

Performance Monitoring and Analysis

Develop and oversee the execution of Journal Development Plans to enhance the journals' impact, reach, and financial stability
Track key performance indicators (KPIs)

Your profile

- An academic degree, PhD preferred
- Experience in academic publishing
- Familiarity with open-access publishing
- Excellent communication and organizational skills, particularly with regard to meeting deadlines, structuring workflow processes, and prioritizing tasks
- Strong project management skills
Proficient written and spoken English is essential
- Professional computer skills (standard office software)

such as the number of submissions, acceptance rates, publication output, and review process speed

Analyze data to identify trends, pinpoint areas for improvement, and ensure targets are met

Guide journals on addressing performance issues

Operational Duties

Analyze publishing trends and topics, suggest possible paper topics/special issues

topics, analyze funding trends and sources

Work closely with the Editor-in-Chief and the Journal Manager to develop and execute an article acquisition strategy

Establish a working database of authors and institutions who may be invited to submit manuscripts

Coordinate mailings to potential authors

Initial scanning of submissions received to ensure they meet basic requirements

Workflows Management

Oversee journal workflows and systems' usage to ensure efficiency, timeliness, and smooth operation

Implement strategies to improve processes and task management

Coordinate with the editorial team to resolve any bottlenecks or issues in the journal workflows

Revenue and Quality Management

Develop and implement policies for Article Processing Charges (APCs) and for

Subscribe to

Open to ensure competitive pricing and revenue generation

Monitor financial performance and adjust strategies as necessary to meet revenue goals

Monitor quality assurance targets

General Duties

Provide reports on journals' performance
Office support for general publication activities
Cooperation with relevant teams to ensure the smooth operation of the journal portfolio
Analyze the academic journal industry, prepare summaries
Occasional Travel (This position may involve occasional travel to customers and conferences)

We offer you

- An exciting professional challenge for one of the innovation drivers of the publishing industry
- Family-friendly working time models, 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!

Ewelina Stańczuk
People + Culture

[Apply Now!](#)

