



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.

Journal Coordinator (M/F/D)

Warsaw | Full-time employee | Mar 2, 2026

We are seeking a skilled and organized Journal Coordinator to join our dynamic team. The ideal candidate will have a strong background in managing publishing workflows and coordinating academic projects, with an eye for detail and excellent communication skills. You will be responsible for overseeing the journal publication process from submission to final publication, ensuring timely and high-quality output.

Salary minimum 5000 PLN - maximum 5500 PLN gross/month.

Your tasks

- Office support for general publication activities
- Coordination of the journal pipeline from submission to publication
- Reporting on the content pipeline
- Cooperation with international scholars
- Driving standardization projects and improvement of publishing service

Your profile

- An academic degree (in the relevant field), PhD will be an asset
- Outstanding communication and organizational skills, particularly with regard to meeting deadlines, structuring workflow processes and prioritizing tasks
- Professional computer skills (standard office software)
- Excellent written and spoken English is required
- Basic knowledge of the publishing process and submission systems

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We offer you

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

