



De Gruyter publishes first-class scholarship and has done so for more than 270 years. An international, independent publisher headquartered in Berlin -- and with further offices in Boston, Beijing, Basel, Vienna, Warsaw and Munich -- it publishes over 1,300 new book titles each year and more than 900 journals in the humanities, social sciences, medicine, mathematics, engineering, computer sciences, natural sciences, and law. The publishing house also offers a wide range of digital media, including open access journals and books.

📍 Berlin or remote ⌚ Vollzeit 📅 01.02.2023

PROJECT MANAGER JOURNAL OPERATIONS (F/M/D)

The strategic core of this role is to steer the operational projects and contribute to the projects for innovation, automatize tasks, and standardization within Journal Operations. The exceptional growth of De Gruyter content has become an annual norm and we are seeking a professional to support the final decisions regarding the technical solutions and implement the changes that are crucial to develop our service further. This position reports directly to the Director Journal Operations and Open Access.

YOUR TASKS

- Pro-active steering the inter-departmental task and projects to achieve the strategic goals and stabilize the journal output (this includes requirement management, scheduling, task assignment, project communication, and budget monitoring)
- Analyzing and implementing the potential improvements in peer-review and production workflows of journals (this includes necessary decisions on technical solutions where needed)
- Documentation and revision of internal & external process requirements in collaboration with other departments
- Providing consultations for the Journal Operations as well as other departments in terms of best-in-class solutions

YOUR PROFILE

- At least 4 years of relevant experience with journal production, peer-review and production workflows, and system
- At least 2 years of experience with publishing projects
- Experience with project and issue tracking tools (e.g., JIRA) and documentation solutions (e.g., Confluence), very good knowledge of XML data structures and MS Excel
- A motivated, entrepreneurial, results-oriented personality with a drive for success
- A can-do problem-solving attitude
- With a systematic and methodical approach, and analytical skills
- Excellent oral, written, and analytical skills (German and English)

WE OFFER YOU

- An exciting professional challenge for one of the innovation drivers of the publishing industry
- Extensive benefits for a healthy, balanced life and work
- Time and space for curiosity, learning and development
- Passionate colleagues in diverse teams

At De Gruyter, we believe in diversity and are committed to equal employment opportunities for everyone. It is our shared goal to create a workplace culture centered around inclusion and belonging.

APPLY NOW

