**Assistant Editor (full-time)**

**Organization Overview**

MDPI (www.mdpi.com) is an academic open access publisher based in Basel, Switzerland, founded initially to collect and preserve rare chemical research samples in 1996. To promote the samples collection, MDPI started the free electronic journal Molecules that same year.

Since 1996, MDPI has grown into a publishing house with more than 150 diverse open access journals, with further editorial offices in Beijing and Wuhan (China), Barcelona (Spain) and is in the process of establishing an office in Cluj, Romania. Additionally, MDPI is backed by more than 6,500 editorial board members worldwide.

As a member of COPE (Committee on Publication Ethics), STM (International Association of Scientific, Technical, and Medical Publishers), and OASPA (Open Access Scholarly Publishers Association) MDPI enforces rigorous peer-review and adheres to strict ethical policies and standards.

**Job Summary**

You would start out as an Editorial Trainee working in close collaboration with our Managing Editors learning how to process papers properly from submission to publication. Once you have successfully completed your six-month traineeship you will be appointed as Assistant Editor. The traineeship will also require a 1 – 3 months stay in one of the MDPI offices in China.

You should share our passion for spreading the newly acquired knowledge of today’s scientific community and feel motivated to contribute to open access publishing. We look forward to welcoming energetic new members to our Cluj office.

Depending on your scientific background you will be assigned to work on journals related to your field. We are looking for Editors educated in all scientific fields.

**Responsibilities**

* Execute editorial work for journals within your area of expertise, including organizing the review process for manuscripts, overseeing editorial decisions and handling the communication between the parties involved in the publication process

**Your profile**

* Master degree or PhD
* Advanced knowledge of MS office applications (Word, Excel, PowerPoint)
* Strong English skills in written and spoken language
* Ability to multi-task, attention to detail
* Experience with scholarly publishing would be beneficial
* Romanian residence permit

**Questions and Application**

Please send your application letter and CV by E-Mail to, [jobs@mdpi.com](mailto:jobs@mdpi.com). Interviews will be held starting March 20th.