

Senior Accountant (full-time)



Organization Overview

MDPI, the Multidisciplinary Digital Publishing Institute, is an academic open access publisher, established in 1996 in Basel (Switzerland). We publish over 190 peer-reviewed open access journals across ten different fields and offer publishing-related initiatives to scholars. In addition, we offer professional conference management services connected with our publishing expertise, and organize a variety of international conferences covering Life Sciences, Physical Science and Engineering, Social Sciences and Health Sciences.

Since 1996, MDPI has grown into a publishing house with over 1000 employees and offices in Basel Switzerland), Beijing and Wuhan (China), Barcelona (Spain) and Belgrade (Serbia).

We are looking for a dynamic and proactive person to join our team as a full-time **Assistant Editor**.

Your Responsibilities:

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 traineeship you will be appointed as an Assistant Editor position. 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 Barcelona office. Dependent on your scientific background you will be assigned to an according field. We are mostly looking for young Editors educated in the following areas: HEALTH SCIENCES

Your Experience and Skills:

- Bachelor or Master degree, recently graduated.
- 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 beneficial.
- Spanish residence permit

What We Offer:

- The opportunity to develop a professional career within an international company leader in its field.
- Permanent contract
- International friendly working atmosphere.
- Team building activities and on-going training.
- Central location.

Please send your application letter and CV by e-Mail to Gerard Plana, gerard.plana@mdpi.com.