

Job description CMI Editorial secretary

Hours of work – approximately 20 hours per week but may need to be flexible in order to meet publication deadlines of 12 issues per annum. Working times flexible.

Starting date – immediately

Wages – SMIC

Required Skills

- Fluent English (most of the work in English)
- Good organisational skills
- Good communicational skills (oral and written, mostly in English)
- Rigour and precision
- Autonomy

Key job purpose

Support and assist the Editorial Assistant of the CMI Editor-in-Chief and Associate Editors in the administration of the journal, from reception of manuscripts to publication of accepted articles.

Establish and maintain efficient and professional working relationships with Editors, Editorial Board members, reviewers, authors and production staff.

Key objectives and tasks

Check in new manuscript submitted via the online electronic Editorial Office and send on to the Editors.

Log in and acknowledge receipt of manuscript and supporting documents submitted by post or email to manage the review process by recording the responses of nominated referees and to endeavour to ensure prompt return.

On the instructions of the EIC send emails from the online system requesting authors to revise new manuscript as necessary, and to notify authors when manuscript are accepted or rejected for publication.

Prepare and export accepted manuscript for action by production editors.

Liaise with relevant departments at Wiley-Blackwell to ensure accurate dissemination of information.

Assist Editors in communicating and corresponding with authors, referees and other team members acting as a point of contact for all of the above and coordinating both internal and external partners.

Assist the publishing team in the overall development of the journal by coordinating the manuscript review process maintaining all necessary database and spreadsheet records, preparing and mailing material, and monitoring deadlines.

Chase tardy referees and appease anxious authors.

Prepare reports and statistics (using standard report functions in ScholarOne Manuscript) for journal Editorial Board meetings.

Provide support to the Editors in using ScholarOne Manuscript.

Perform related work as required using word processing, desktop publishing and email.

Perform general office duties including filing, photocopying, typing letters and other routine administrative tasks.

Attend nominated training courses to enhance existing skills.

Please send your cv to the following address: recrutement@mediterranee-infection.com