



# Graduate Publishing Editor Cambridge

## Job Purpose

This is a great opportunity to work with dynamic journal teams and academics to ensure the RSC publishes leading journals and databases for the chemical science community worldwide. You will be a critical part of the whole publishing process from initial submission through to final publication.

## Day to day activities

- Identifying the best articles to publish through the assessment of articles and the peer review process
- Editing and correcting journal articles to ensure clarity of the science
- Managing the timely publication of the final articles through electronic and print issues
- Creating content for database products
- Delivering an excellent service to authors and customers and maintaining the RSC's reputation for the fastest publication times in the chemical sciences
- Using your scientific knowledge to contribute to technical enhancements, such as RSC Prospect, in which the RSC leads the scientific publishing world.

## Essential Skills and qualifications

- A good honours degree in science (chemical science normally preferred) is essential.
- Good organisational and time-management skills are required together with the ability to work under pressure, prioritise and to meet deadlines.
- Good attention to detail.
- A proactive approach to problem solving is required.
- Good communication skills in interacting with internal and external contacts are essential.
- Proven ability to work well as a team.
- Experience using standard email and Microsoft Office packages

## Desirable skills and qualifications

- Postgraduate experience and/or practical experience in STM publishing would be an asset.

For further information about the RSC, this post and how to apply, please visit:  
<http://www.rsc.org/graduatejobs>

*Agencies need not apply.*

**We welcome applications from all sectors of the community and value diversity**