

The European Association of Nuclear Medicine (EANM) is a non-profit association, registered and located in Vienna, Austria. Based on the engagement of volunteers, the EANM aims to promote nuclear medicine on a European level and beyond.

The EANM has recently launched its two new journals: *The EANM Journal* and *EANM Innovation*. Published by Elsevier, these are now the official journals of our association.

We are looking for an

Editorial Associate (fulltime)

Your profile

As an Editorial Associate, you bring substantial experience in scientific or academic journal publishing and workflows, ideally within society-owned journals. You have an excellent command of written and spoken English, a proactive, hands-on approach, and strong time-management skills. You approach challenges with confidence and determination.

Your role

You will collaborate closely with the journals' Editorial Manager and the Head of Guidelines & Publications. Working in-house with our international team, you will also interact with our volunteers and other organisation members as needed. You will frequently communicate with the Publisher to address all aspects of the journals' operations.

What you will do

- Oversee the end-to-end editorial workflow and operations of the association's two journals: *The EANM Journal* and *EANM Innovation*
- Manage submission intake, oversee assignments to editors, track progress, and ensure adherence to journal policies and timelines.
- Coordinate with academic editors, manage article components (figures, tables), and release manuscripts to production.
- Liaise regularly with the Journal manager and Publisher; manage proofs; resolve production issues; and ensure final product quality.
- Support the Editor-in-Chief and editorial boards, and act as a key contact for authors, reviewers, and publishers.
- Schedule and participate in regular update meetings with the editors and the publisher.
- Regularly update the extended EANM team on the journals' activities and performance.
- Ensure adherence to style guides, check research integrity, and manage potential misconduct issues.

What you bring

- Previous experience working in an academic, scientific or medical journal, ideally with several years of experience as Editorial Assistant or higher role.
- Excellent level of English, both in speaking and in writing.
- Strong project management and communication skills; high level of team and service orientation.
- Strong organisation and attention to detail; ability to manage multiple deadlines.
- Solution-oriented and highly proactive approach to tasks.

What we offer

- International, friendly and supportive workplace, healthy work-life balance
- Flexible home-office allowance
- Annual Vienna public transport ticket & MyClubs membership (covered after 3 months of employment)
- The minimum gross salary according to the applicable collective agreement ("Werbung & Marktkommunikation") is € 2.474,10 gross/month. We are happy to offer you an attractive salary matching your qualifications and experience.
- Please send your application (including motivation letter & CV) via e-mail to Ms Jutta Peter via j.peter@eanm.org. Any questions are welcome to this e-mail.