

The Swiss Tropical and Public Health Institute (Swiss TPH) is a world-leading institute in global health and is associated with the University of Basel. Swiss TPH combines research, services, education and training at the local, national and international level. About 850 people from more than 80 nations work at Swiss TPH focusing on infectious and non-communicable diseases, environment, society and health as well as health systems and interventions.

The Swiss TPH hosts the Editorial Office of the *International Journal of Public Health* and the *Public Health Reviews*. These scientific journals peer-review and publish high-quality research from across the globe. The Editorial Office coordinates the operational and strategic work to produce the journal. We support authors, editors and reviewers and all contributors, the publisher and the owner of the journals, the Swiss School of Public Health.

We are seeking an administrative talent, as a committed, organized and thorough

Editorial Assistant (50%)

This position is a unique opportunity to join a global team of editors and authors, and to collaborate with the Managing Editor in a stimulating environment in Basel. The key function of this post is to support the Managing Editor in administration.

Your responsibilities include:

- Journal administration (tracking, filing, tabulating etc.)
- Contributions to improve processes
- Correspondence with authors, editors, and the publisher contacts
- Meeting coordination and support
- Checking and formatting documents
- Supporting the organization of Calls for Papers and Special Issues

Your profile

- Commercial and/or bachelor's degree
- Good command of English, both written and spoken
- Familiar with Office programs (Word, Excel, Powerpoint) and open to work with databases, online platforms
- Open to implement innovative administrative tools
- Able to communicate in a service and goal-oriented manner
- Reliable, accurate, independent and proactive worker with an eye for the detail, able to work on many tasks and projects simultaneously
- You value contact with academics and enjoy contributing in an international context
- You are interested in the field of science publishing
- Professional experience at an academic institution or publisher would be an asset

We can offer you:

- An interesting and diverse job in a lively, dedicated, high-performance team
- Close collaboration with the Managing Editor, the Co-Editor in Chief in Basel and the social Media Editor in Bern
- Interactions with editors and authors across the globe

- Flexible working models
- The opportunity to work at a multicultural, diverse, meaningful interdisciplinary workplace in Basel

Swiss TPH is an equal opportunity employer committed to excellence through diversity

Please submit your application online via the link provided below.

If you are interested, please submit your application with:

- CV
- Motivational letter
- Reference letters and diploma
- Salary expectations
- Names and contact information (email or phone) of 3 references

Please note that we can only accept applications via our online recruiting tool: <https://recruitingapp-2698.umantis.com/Jobs/All>. Applications via e-mail or external recruiter will not be considered.

Job Profile:

Start Date:	As soon as possible
Location:	Basel, Switzerland
Duration:	permanent
Percentage:	50%
Travel Required?	No

Contact

Interested applicants may contact Thomas Fürst (thomas.fuerst@swisstph.ch) for questions.

For more information:

International Journal of Public Health

<https://www.ssph-journal.org/journals/international-journal-of-public-health>

Public Health Reviews

<https://www.ssph-journal.org/journals/public-health-reviews>