

Assistant Editor

To strengthen our Editorial team, we are looking for recent graduates who are eager to stay connected to scientific research by helping researchers worldwide publish their latest results. The position of Assistant Editor is a full-time and permanent position based in our city centre office in Toronto, Canada.

As Assistant Editor, you will

- Support the editorial process for academic research journals in your domain of expertise;
- Organize peer review process for submitted manuscripts and coordinate editorial decisions;
- Handle email communication between the parties involved in the publication process;
- Collaborate with other members of the editorial team and production team;
- Ensure that scholarly articles are accurately edited and published according to tight deadlines with a high degree of consistency.

Requirements:

- A Master's degree in either
 - 1) Geography, Environmental Science; a Ph.D. is preferred; or
 - 2) Metallurgical Engineering, Metal Materials, Materials Engineering; a Ph.D. is preferred; or
 - 3) Chemical Engineering, Nanoscience and Nanotechnology, Biochemical Engineering, Textile Science and Engineering, Mechanical Manufacture and Automation, Instrument Science and Technology, Electronics Science and Technology, Information and Communication Engineering, Communication and Information Systems; a Ph.D. is preferred;
- Excellent written and spoken English skills;
- Advanced knowledge of MS Office applications (Word, Excel, PowerPoint);
- Team player with the capability to work in a dynamic, international environment;
- Detail-oriented with the capacity to see the big picture;
- Strong organizational and time management skills;
- Very good communication and coordination skills;
- Professional experience with scholarship publishing is an advantage;
- Experience in creating presentations and writing is an asset.

As a successful candidate, you will receive full training in editorial work, working closely with Managing Editors and learning how to process research articles from submission to publication. Training supervised by an assigned tutor will take place on the job during the first six months. Depending on your background, you will be assigned to work on journals related to your field of study or research. No previous editorial experience is required; however, a familiarity with the academic editorial process is an advantage. This is a great opportunity to start a first job in a dynamic multinational company that offers a range of career development options to talented, enthusiastic, and hard-working people.

Job Type: Full-time

If you are interested in this position, we look forward to receiving your application.

Questions and Application

Please send your application letter and CV by E-Mail to hr-canada@mdpi.com.

About MDPI

A pioneer in scholarly open access publishing, MDPI has supported academic communities since 1996. Our mission is to foster open scientific exchange in all forms, across all disciplines. We operate more than 200 diverse, peer-reviewed, open access journals supported by over 35,500 academic editors. We serve scholars from around the world to ensure the latest research is openly and broadly available.

MDPI is headquartered in Basel, Switzerland, with additional offices in Europe, Asia, and North America. We are committed to ensuring that high-quality research is made available as quickly as possible. We also support sustainability projects, with sustainability as a key theme in many journals and through the MDPI Sustainability Foundation.

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