



Division and Unit Overview

The American Chemical Society is the world's largest scientific membership association and one of the top ten science publishers in the world. The Publications Division of the American Chemical Society provides to its members and worldwide scientific community a comprehensive collection of high-quality information products and services for the practice and advancement of the chemical sciences. The Division publishes a weekly news magazine and over 50 internationally respected high-quality peer-reviewed research journals that serve the broad interests of the chemical-related scientific and engineering markets. The Division also publishes several edited and authored books. The Global Journals Development department is responsible for ensuring that the division's journals are the best possible, serving the needs of the global chemistry community.

The Editorial Services team within Global Journals Development houses three main sub-teams: Products & Analytics, Peer Review Services, and Journal & Product Support. The Journal & Product Support team is focused on providing professional editorial support solutions to our entire portfolio of journals and products. Editorial Assistants within the Journal & Product Support team given editorial support assignments based upon journal-specific and regional needs.

Position Summary

This Editorial Assistant's role will be focused on providing editorial support to a group of editorial offices based in China and neighboring regions. Editorial Assistants coordinate directly with their Editors to manage their assigned manuscripts through peer review and decision, communicating with other key stakeholders within the journal along the way. Editorial Assistants are in frequent communication with Editors, Authors, and Reviewers regarding their manuscripts.

Editorial Assistants perform the procedural and administrative duties required in the peer-review processing of approximately 1200 manuscripts per year.

Work Style

The incumbent will work in our ACSi office in Beijing, China, alongside our Development Editor who supervises editorial support work. Editorial support quality will be reviewed as needed. The incumbent must resolve non-routine problems, and apply established practices and procedures to daily work. The incumbent reports to the Manager, Peer Review Operations, located in Beijing, China.

Position Accountabilities

- 1) As Editorial Assistant:
 - a) Follow standard practices for processing manuscripts submitted for peer-review with appropriate adaptation to fit the need of the journal's scientific constituency and the work habits of the Editor-in-Chief and Associate Editors.
 - b) Demonstrate excellent customer support and communication skills in working with authors and reviewers.
 - c) Demonstrate a basic understanding of copyright policies and procedures, including obtaining appropriately signed and completed copyright status forms and other forms necessary to ensure all rights are received.
 - d) Use *ACS Paragon Plus*, ACS' Web-based peer review management system, to monitor and support the peer review process.
 - e) Use the available reporting system to generate and distribute appropriate reports.
 - f) As appropriate, conduct research to provide editor(s) with additional information regarding manuscript authors, subject area, or potential reviewers.
 - g) Coordinate with ACS staff, where appropriate, to resolve author and reviewer submission problems as required.

Education/Experience/Technological Knowledge

Bachelor's degree or equivalent experience; training or experience using standard office software packages (Microsoft Word and Excel, internet browsers, email) and training in office procedures; 2+ years of related experience. Excellent communication skills

required, both verbally and in writing, preferably with members of the scientific community; facility to interact expediently and diplomatically with an international customer base of authors and reviewers; some knowledge of scientific peer review.

To apply for a position, please submit your cover letter and CV to careers@acsi.info.