



## Acta Biomaterialia Scientific Editorial Assistant Opening

[Acta Biomaterialia](#) is one of the leading journals in the biomaterials field. We are currently seeking a remote, full-time Scientific Editorial Assistant to join our team.

The successful candidate will facilitate the peer review process for numerous manuscripts simultaneously. The employee will need to tactfully utilize their technical, diplomacy, and interpersonal skills, to meet the operational and deadline-driven requirements of the journal with uncompromised high quality. Responsibilities include, but are not limited to:

- Identifying the key topics of each manuscript and inviting qualified reviewers.
- Assuring that there is accurate and time-critical flow of assignments and correspondence regarding the operation of the journal.
- Attending editorial staff meetings.
- Progressing the manuscripts through the entirety of the review process, including all communication with authors and reviewers on own papers.

### Requirements

- Bachelor's degree in a science or engineering related discipline as well as first-hand experience with bench-top research and/or peer-reviewed publishing. Graduate research experience is a plus. A background in biomaterials is not necessary, however knowledge and experience in scientific research is required.
- Attention to detail is an absolute necessity, as well as meticulous organizational and time management skills.
- Must be able to independently trouble-shoot and problem-solve.
- Excellent verbal and written communication skills; however, this position does not require writing content or extensive copy-editing.
- Must be able to work independently, be flexible, self-motivated, intellectually curious, and versatile.

Email your resume or CV, and a cover letter, to Vera Kucharski, Managing Editor, Acta Biomaterialia, [vkucharski@actamaterialia.org](mailto:vkucharski@actamaterialia.org)