

Role Profile

Elsevier

Sector: Media, journalism and publishing

Description of organisation: Elsevier is a global information analytics business that helps institutions and professionals progress science, advance healthcare and improve performance.

Location: London, EC2Y 5AS

Role Description

Role title: Assistant Scientific Peer Review Editor

Role type: Analytical

Team/Department: Cell Press

Role responsibilities:

- Use Elsevier's Scopus database to search for experts matching the scientific content of an article, to act as peer reviewers
 - Using your scientific background, assist scientific editors with preparation of Special content, searching for experts to contribute the journal
 - Assist with social media strategy
 - Assist with selecting content to highlight on journal homepages
 - Check manuscripts for necessary components prior to acceptance
 - Attend departmental meetings
 - Option to shadow other departments such as production, multimedia, communications, and press office
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Accessibility details: Wheelchair access, Accessible toilets, Quiet room, Accessible by public transport, Occasional working from home, Amended hours, Part-time working,