

Business Unit: Health, Learning, Research and Practice

Division: Wolters Kluwer Medknow

Department: Editorial Quality Management

Job Position: Assistant Managing Editor

Location: Delhi-NCR

Position Type: Work from Home/Office based

Required Qualification and Experience: Should be MSc. in Life-Science with decent knowledge in medical journal publishing, preferably with 2-3 years of experience or MBBS graduate with a keen interest in the same.

Job Role and Expectations:

- This is a **mid-level position**.
- The incumbent is expected to **assist the Senior Managing Editor in clinical content assessment and metric analysis** for **Medline** and **ESCI** applicants. Therefore, understanding of these **bibliographic platforms is desirable**.
- The incumbent will also assist the Senior Managing Editor in handling **Plagiarism** issues and cases involving **Editorial Conflict of Interests** and **Editors training programs** run by the department particularly for new journals and journals which are in preparation for **PMC/SCOPUS** applications.
- A candidate from **medical/science/statistics** background are highly solicited for this position.
- Training will be provided during on-boarding, however prior knowledge and understanding of the **journal publishing is preferred**.
- Good command in verbal and written English along with good communication skills adds to the candidacy.