



## Digital Content Assistant - Scientific Publishing

Based in Cambridge, UK

The Company of Biologists, a not-for-profit scientific publisher, is looking to recruit a Digital Content Assistant to work across our portfolio of five life-science journals.

Reporting into the Production Manager, this role will provide essential support for the production team by ensuring that journal content and xml tagging meets the appropriate standards required for publication. As the Digital Content Assistant, you'll be responsible for resolving content delivery and display errors across all journals, working with our file providers and publishing platform partners to provide quality assurance as well as coordinating projects to convert legacy content to full-text html.

You'll be an excellent administrator, with experience in digital publishing and collaborating with a wide range of stakeholders both internal and external. You may have held previous publishing assistant roles in the past and are looking to take the next step into Production.

The ideal candidate will be a proactive problem solver who has strong IT skills, great attention to detail and the ability to work to tight deadlines.

### Skills and experience

- A minimum of a degree or equivalent qualification
- A basic understanding of html, css and xml is preferred
- Previous technical support experience and experience with Jira would be an advantage
- The successful applicant will need to have enthusiasm, judgement and integrity, and the willingness and ability to take initiative

This full-time role will offer some home working, a competitive salary and benefits and is based in The Company of Biologists' attractive modern offices on the outskirts of Cambridge, UK.

The Company of Biologists ([www.biologists.com](http://www.biologists.com)) is a not-for-profit organisation that publishes three internationally renowned, established journals - Development, Journal of Cell Science and Journal of Experimental Biology - as well as two fully Open Access journals Disease Models & Mechanisms and Biology Open. The organisation has an active programme of charitable giving for the further advancement of biological research, including travelling fellowships for junior scientists and contributions to academic societies and conferences.

The Company of Biologists is proud of its inclusive culture and we believe that everyone has a contribution to make. We want all our employees to feel included, valued and appreciated. We believe in equality of opportunity for all staff and encourage applications from all individuals regardless of sexual orientation, gender identity or expression, religion, ethnicity, age, neurodiversity, disability status and citizenship.

Applicants should send a CV along with a covering letter that clearly states their relevant experience, current position, salary expectations and why they are enthusiastic about the post.

Please send applications by email to [Miriam.Ganczakowski@biologists.com](mailto:Miriam.Ganczakowski@biologists.com) by 25 August 2022 using the reference QC2022. Informal queries should be directed to Miriam Ganczakowski on 01223 632853.