Editorial Administrator

The Company of Biologists (biologists.com) is looking to recruit an Editorial Administrator to work across our portfolio of five life-science journals.

Reporting to a Managing Editor you will be responsible for the administration of the journal peer-review system and are required to ensure that the journal administrative procedures are as efficient as possible and meet the needs of authors, referees and editors.

The main day-to-day tasks will be the receipt of manuscripts and progressing them through peer review using a manuscript tracking system, Editorial Manager. General administration will include providing help and rapid response to authors, referees and editors, efficient and rapid record keeping using the database, sending out proofs to authors, ensuring all accepted manuscripts and relevant files are passed on to appropriate departments in a timely manner, filing, archiving and prioritization of workload.

The Editorial Administrator will also be expected to contribute to the daily administration of the journal by providing support to the journal team and helping to ensure adequate administrative cover on all five journals during staff absence/shortages. Provision of support for the Executive Editor and Reviews Editors will also be required, including generation of monthly journal statistics and some transcription of interviews.

Occasional projects may also be available, adding to the diversity of the role.

The successful applicant will have previous experience of working in an office environment (ideally in a publishing or scientific environment, although a science background is not necessary) and be able to demonstrate experience of working with Microsoft Excel.

Good interpersonal and organisational skills and excellent written and verbal skills are essential. You will also need to demonstrate that you are a good team player and have enthusiasm, judgement and integrity, together with a proactive approach and the willingness and ability to take initiative.

This permanent position represents an excellent opportunity for a competent administrator and offers a competitive salary and benefits. The position is based in our office in Histon.

The Company of Biologists (www.biologists.com) is a not-for-profit organisation and publishes the three internationally renowned, established journals Journal of Cell Science, Development and Journal of Experimental Biology, as well as the two fully Open Access journals Disease Models & Mechanisms (DMM) and Biology Open (BiO). 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 current position and salary expectations, relevant experience and why they are enthusiastic about the post. Please send applications by email to recruitment@biologists.com by 26 November 2026.

Please note that we can only consider applicants who already have the right to work in the UK as this position is not eligible for visa sponsorship.