

# Team and Office Assistant

EMS Press is a Berlin-based mathematics publisher, owned by the European Mathematical Society. Our programme includes 20 journals, 15 new books per year and a backlist of 200 books. We are expanding our role as a community publisher with innovative publishing products and services.

We are looking for a motivated and well-organised office assistant to join our geographically distributed team on a part-time contract. Based in Berlin, you will support the team in administrative and office-related tasks.

This position is an entry-level role and would suit someone keen on developing hands-on experience in a busy academic publishing house.

## Role description

- Office administration, including
  - Preparation of documents and agreements
  - Accounting assistance (invoices, expenses)
  - Sorting and filing of post
  - Travel and event planning and booking
  - Office management (supplies, equipment)
  - Support with external email communication
- Content management
  - Maintain journal articles and books data
  - Maintain author and editor contact data
  - Keep website data up-to-date
- Coordinate and maintain tasks with project management tools

## What we offer

- Flexible working hours
- Small and dynamic international team
- Office at TU Berlin and work from home
- Work with modern tools for project management and communication

## Requirements

- Berlin-based, physical presence at office once per week (Covid-safe)
- Own laptop
- Fluent English
- 15 to 25 hours per week, also suitable for students

## Preferred

- Previous office administration experience
- Experience working as part of a globally distributed team

Please send your CV and possible start date to André Gaul ([gaul@ems.press](mailto:gaul@ems.press)) before 31 March 2021. Early applications will be prioritised.

First posted on 10 March 2021.