



BREPOLS
PUBLISHERS

Brepols Publishers is a medium-sized **international academic publisher**, specializing in research for the **humanities**. We publish historical sources and academic research in areas such as history, patristics, philology, archaeology, and art history, and our portfolio encompasses books, journals, and reference works, which are made available in both print and digital formats, and as traditional and open-access publications. Our broad range of publications are released under our different imprints: Brepols (history); Corpus Christianorum (text editions); Harvey Miller (art history); and BREPOLiS (online databases). Story Publishers caters to legal professionals with books and training.

Brepols reaches a global clientele consisting of specialized libraries, academic institutions, and individuals. Our publishing house has its headquarters in the historic Begijnhof of Turnhout (BE) and we have an office in Thessaloniki (Greece), together with colleagues in France, the UK, and the USA. More information can be found at **www.brepols.net**.

To strengthen its team in **Thessaloniki (Pylaia)** and contribute to its dynamic business plan, Brepols is seeking an

Editorial Assistant

Your responsibilities:

- Support the publishing manager in liaising with authors worldwide, organizing schedules, and managing in-house communication
- Handle rights and permissions, harmonize author corrections, perform technical proofreading, check indexes, and contribute to basic cover design
- Manage administrative tasks using the company ERP-system.

Your Profile:

- **Qualifications:** Relevant academic background with an interest in (European) history and art history.
- **Language Skills:** Fluent in English and a good command of French (written and spoken)
- **Knowledge and Experience:** Excellent knowledge of MS Office programs (mainly Word); some knowledge of InDesign, Photoshop, or XML is advantageous.
- **Personal Attributes:** Detail-oriented, ability to spot mistakes, excellent time management, work accurately and efficiently under pressure, pro-active and effective teamwork skills. Editorial experience or proofreading skills are considered advantageous

What to expect:

- An interesting job in a unique cultural, scholarly, and technological environment.
- Joining a growing and dynamic organization of a renowned publisher with worldwide recognition in the academic world.

Interested?

Please send your CV and a letter of motivation in English to Paschalis Tsomakas Paschalis.Tsomakas@brepols.net by 31/01/2024. You can be assured of discretion and a prompt response.
Brepols Εκδοτικές Υπηρεσίες ΕΠΕ, Chalkis 7, 55535 Pylaia.

