

Brepols Publishers is a medium-sized international academic publisher, specializing in research for the humanities. We reach 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 also have a subsidiary company in Thessaloniki (GR), together with colleagues in France, Australia, and the USA. Find out more at [www.brepols.net](http://www.brepols.net)

To strengthen our team in Thessaloniki, we are seeking a Production Editor for scholarly books and journals in history. Your work will focus on getting manuscripts ready for production, reviewing proofs, coordinating authors' corrections, and handling the administrative follow up of editorial projects. You will work closely with our publishing managers and production team.

## Production Editor

for Books & Journals

### In this role, your key responsibilities include:

- ◆ Prepare manuscripts for typesetting by checking that all materials are complete and follow the submission guidelines, organizing and verifying images and captions, applying templates (paragraph and character styles), cleaning up files, and carrying out basic technical editing.
- ◆ Review proofs, handling and tracking author corrections, ensuring accurate and efficient processing at each stage.
- ◆ Handle a variety of administrative tasks and maintain accurate, up-to-date metadata for books, journal issues, and series in the ERP system.

### Your Profile:

- ◆ You hold a relevant academic degree and have a keen interest in history; prior experience in publishing is advantageous.
- ◆ You are fluent in English; knowledge of other languages is a plus.
- ◆ You are proficient in MS Office (especially Word) and Adobe Acrobat.
- ◆ You work efficiently and accurately, can manage multiple deadlines, perform well under pressure, and demonstrate strong attention to detail.
- ◆ You take ownership of your projects, show flexibility, and work proactively.
- ◆ You have excellent administrative and communication skills, enjoy working as part of a team, and are equally capable of working independently.

### What to Expect:

- ◆ Brepols Publishing Services EPE offers you a challenging job in a unique international environment at the crossroads of culture, language, science and technology.
- ◆ You will join a growing organization with a pleasant working atmosphere in a professional work environment.
- ◆ You can expect a competitive compensation package that includes benefits such as meal vouchers, telework options, health insurance, and travel insurance (also covering private travel).

### Interested?

Please send your application letter and Curriculum Vitae (in English) on or **before 10 April 2026** to

Mr. Paschalis Tsomakas, Administrator  
Brepols Publishing Services EPE  
Chalkis 7, 555 35 Pylaia  
(Thessaloniki), Greece

[Paschalis.tsomakas@brepols.net](mailto:Paschalis.tsomakas@brepols.net)

*[If you have a representative portfolio that demonstrates an affinity for the layout of academic books, please include it with your application.]*