



11200 Rockville Pike, Suite 302  
Rockville, Maryland  
20852-3110  
US

American Society for Biochemistry and Molecular Biology

**Position Title:** Peer Review Coordinator

**Reports to:** Manager, Journal Operations and Support

**Status:** Full-time, Non-Exempt

**Date:** September 17, 2018

**Primary Function:**

Coordinates and oversees the daily operation of a submission processing and tracking system for multiple Associate Editors associated with several scientific research journals. Maintains the flow of manuscripts within the eJournalPress tracking system, from assignment to final decision. Assists with the quality control of manuscript submissions prior to Editor assignment. Provides support for authors, reviewers, and scientific editors. Assists Associate Editors with editorial board performance, review, and the nomination cycle.

**Primary Duties:**

- Assists assigned Associate Editors with assigning new or revised manuscripts to Editorial Board Members/Referees via the eJournalPress tracking system. Works with each assigned Associate Editor to develop a relationship on style and process for effective results.
- Reviews all queues for assigned Associate Editors and takes appropriate actions to ensure schedules and assignments are handled properly. Notifies Associate Editor when a manuscript needs attention.
- Monitors the work flow appropriately while taking priorities into consideration.
- Brings manuscript issues or concerns to the attention of supervisor.
- Assists with the resolution of problems pertaining to revised submissions.
- Responds to e-mail and/or phone inquiries from authors, reviewers, and editors regarding manuscripts in process.
- Assists with quality control by processing submissions in Validator, which is the pre-review of submissions, prior to Editor's assignment.
- Provides coverage for other Peer Review Coordinators when needed.
- Updates editorial board member contact information and leave requests in database.
- Promptly notifies supervisor of resignation requests from editorial board members.
- Provides technical support to system users: authors, reviewers, editors, and journal office staff.
- Completes other projects as assigned.
- Pulls weekly reports for Associate Editors.
- Runs Excel reports as needed.

*Positions may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.*

### **Skills and Qualifications**

- Bachelor's degree preferred in English or related field
- 1-2 years of relevant work and internship experience
- Experience in publishing preferred
- Editorial and/or administrative assistant experience will be considered
- eJournalPress Manuscript Tracking System knowledge a plus
- Expert English Grammar
- Expert written and verbal communication skills
- Expert customer service and interpersonal skills
- Expert organizational skills and attention to detail
- Ability to meet deadlines
- Experience using MS Office Suite
- Experience with HTML, CSS

For more information, please visit: [www.asbmb.org](http://www.asbmb.org)

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