

**Associate Publications Coordinator,  
Publication Support Services**

**The Opportunity:**

We would like a customer-focused expert, with a flair for understanding and interpreting scientific information, to join the join the Publication Support Services (PSS) team at CACTUS. Our clients are predominantly researchers whose first language is not English.

The PSS team offers a full range of services to meet authors' publication needs, including conducting a literature review, selecting journals appropriate for their manuscripts, preparing their manuscripts for submission with technical content review and language edit, and assistance with the journal submission process.

**Responsibilities**

**Process management:** Your role will primarily involve coordination of processes with internal and external stakeholders to meet client requirements and completing projects within prespecified timelines. This will include managing 'packs' for clients, making decisions on how to proceed with packs, and taking appropriate next steps.

**Communication:** This will be an integral part of your role. You will communicate directly with clients to understand their needs, obtain required information from them to make decisions about next steps, and ensure that their expectations and preferences are being met through our internal and external stakeholders.

**Quality assurance:** You will be required to perform quality assurance checks on the operational processes during pack management. In addition, you will perform root cause analysis on client complaints to identify and implement sustainable solutions.

**Requirements (Desired skills & experience)**

Criteria	Essential	Desirable	Assessed At
<b>Training &amp; Qualifications</b>	Master's degree in Humanities/ Physical Sciences/ Medicine / Life Sciences / any other subject area	PhD or other advanced degree	CV/Cover letter
<b>Experience</b>	<ul style="list-style-type: none"> <li>2-4 years' experience of working with/in teams</li> <li>Working in a fast-paced, deadline-driven environment</li> <li>Interpreting scientific information</li> </ul>	Experience of publishing or working in a related industry	CV/ Cover letter/ Assessment/ Interview



<b>Communication &amp; relationship skills</b>	<ul style="list-style-type: none"> <li>• Excellent English communication skills, both written and verbal, with the ability to communicate with professionals from different fields, both internal and external</li> <li>• Ability to build excellent working relationships and gain the respect and confidence of others</li> <li>• Able to work on own initiative</li> <li>• Able to work effectively as part of a team</li> <li>• Ability to accurately interpret and present data in appropriate formats</li> <li>• Excellent planning and organizational skills, with the ability to prioritize and work effectively</li> <li>• Excellent IT and IS skills, particularly in the use of Microsoft Office applications (especially Word)</li> </ul>	<p>Experience of delivering training and/or working in an advisory capacity</p>	<p>Cover letter/ Assessment/ Interview</p>
<b>Analytical and Judgement skills</b>	<ul style="list-style-type: none"> <li>• Ability to read, digest and interpret complex documents including varying types of research manuscripts</li> <li>• Ability to process specialist and complex information and present as appropriate</li> <li>• Ability to absorb information from several sources quickly and be able to make well informed judgements in a timely manner</li> <li>• Ability to learn new information and processes in a limited time period; e.g. familiarize oneself with checklists, technology platforms etc.</li> <li>• Problem solving skills with the ability to make well informed decisions on a continuous basis</li> </ul>		<p>Cover letter/ Assessment/ Interview</p>

**Job Location:**

Remote, anywhere in India

**Remuneration:**

450,000 – 800,000 per annum



## **About us:**

Cactus Communications is a technology company accelerating scientific advancement. We collaborate with researchers, universities, publishers, academic societies, and life science organizations. We offer AI-powered scholarly publishing solutions for journals and researchers; editorial, translation, education, and training solutions for researchers; strategic and tactical scientific content solutions to global life science organizations; and solutions for science dissemination and engagement with peers, public, and policymakers for wider research outreach. We also incubate seed-stage and early-stage startups that share our mission to solve global problems with science and technology solutions. We have offices in London, Princeton, Singapore, Beijing, Shanghai, Tokyo, Seoul, Aarhus, and Mumbai; a global workforce of over 3,000 experts; and customers from over 190 countries.

## **Know about our Culture:**

The CACTUS culture is the glue that binds us together as we work towards the same shared goal.

*We are “One CACTUS”. You are a Cactizen regardless of where you work.*

*We take pride in our diversity, respect each other, and call out bias whenever we see it.*

*We focus on outcomes rather than formalities. Everyone is on first-name basis.*

*We are selective and hire only those who share our vision and values*

CACTUS has always been driven by its culture. It sets us apart and attracts people who want to maximize their potential at work and in life. It describes our unique work practices in three aspects: People & Life, Performance & Career, and Business & Leadership.

Connect with us on, [LinkedIn](#), [Facebook](#) & [Instagram](#) to remain abreast with the latest developments

