



About Lumina Datamatics

Globally, 8 of the top-10 publishers and 3 of the top-5 ecommerce retailers trust Lumina Datamatics as their strategic partner in providing content, analytics, and technology solutions. Our clients benefit from the reduced time-to-market for new products and services, optimized business processes, operational efficiencies and improved competitiveness, and relevant insights. Lumina Datamatics's expert solutions are a combination of its various in-house platforms, partnerships with global technologies, and more than 3000 professionals spread across Germany, India, Philippines, UK and the US. This global footprint services our customers across four continents: North America, Asia, Australia, and Europe.

We enable publishers to be at the forefront of digitalization with a wide range of content and technology solutions, exceeding the pace of the ever-changing demands of the publishing industry. Lumina Datamatics manages the entire publishing process – from content creation to product delivery, including, feedback from readers and buyers.

We assist global marketers and merchandisers to leverage the power of content, analytics solutions, and technology, to tell their brand stories and gain a competitive edge to drive growth. Lumina Datamatics provides complete product content transformation services, business intelligence, and technology platforms to ecommerce retailers

Visit luminadatamatics.com or go to [LinkedIn](#).

Desired Job Profile

Job Title: Editorial Assistant - Trainee

Are you passionate about ensuring the quality and integrity of academic research? Do you have an eye for detail and a knack for identifying experts in their respective fields? If so, we have an exciting opportunity for you to join our team as a Peer Review Selection Specialist.

As a Peer Review Selection, you will play a critical role in the scholarly publishing process by identifying and selecting qualified peer reviewers for academic manuscripts. You will work closely with our editorial team to ensure that the peer review process is rigorous, fair, and efficient.

Join our dynamic team and make a significant impact on advancing scientific knowledge through rigorous peer review. We offer a competitive salary, a supportive work environment, and opportunities for professional growth in the field of academic publishing. If you are passionate about maintaining the highest standards of scholarly research and have the skills to identify top experts in their fields, we would love to hear from you.



Responsibilities:

- Identify potential peer reviewers based on their expertise, reputation, and track record in relevant fields.
- Conduct thorough research to identify suitable experts within the academic community.
- Evaluate potential reviewers' credentials, publication history, and affiliations to ensure they meet our quality standards.
- Communicate with potential reviewers to assess their availability and willingness to participate in the peer review process.
- Maintain a database of qualified reviewers and update their profiles regularly.
- Collaborate with editors to match manuscripts with appropriate reviewers based on subject matter expertise.
- Monitor the progress of peer review assignments and follow up with reviewers to ensure timely completion.
- Provide ongoing support and guidance to reviewers throughout the process.

Requirements:

- Any Graduates / Master's in physical or life science (Bio-medical, Bio-Technology, Micro-biology, Food Technology, Physics, Chemistry, Biology, Botany and etc.,)
- Strong knowledge of academic publishing processes and familiarity with different research disciplines.
- Excellent research skills with the ability to identify experts within specific subject areas.
- Exceptional attention to detail and organizational skills.
- Outstanding communication skills, both written and verbal.
- Ability to work independently as well as collaboratively in a fast-paced environment.
- Proficiency in using online databases and search tools for researcher identification (e.g., PubMed, Scopus).
- Prior experience in peer review coordination or editorial roles is highly desirable.

Salary: Rs. 2.0 LPA to 3.0 LPA

Location: CHN/PDY/MDU