

WORK VAPOR

Job Link: <https://workvapor.in/jobs/editorial-assistant-research-publication-support/>

HIRING ORGANIZATION

Script Space Journals Private Limited

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

Gurgaon, India

? Remote work from: India

EDITORIAL ASSISTANT – RESEARCH PUBLICATION SUPPORT

BASE SALARY

? 21000 - ? 23000

DESCRIPTION

Script Space Journals Private Limited

Location: Gurgaon Sector 48

Work Mode: Work From Office

Experience: Freshers can apply

Qualification: Graduate or Postgraduate (any stream, research background preferred)

Salary: ?21,000 – ?23,500 per month

Contact: 9311537601

Email: talent-acquisition@scriptspace.org

This role is for Editorial Assistant. Work is related to research paper handling and publication process. Person should be detail focused and careful with document work.

Role Overview

This position supports editorial team in managing research papers. Work includes checking manuscripts, formatting, and coordinating with authors. Person should understand basic research paper structure.

Key Responsibilities

- Review and process research manuscripts
- Format documents as per journal rules in MS Word
- Do quality checks like plagiarism, references, and structure
- Coordinate with authors, reviewers, and editors
- Maintain records of submissions and updates

- Work on indexing platforms like Scopus, Google Scholar, Web of Science, and PubMed
- Help in proofreading and basic editing
- Complete work within deadlines

Required Skills

Candidate should have basic knowledge of research papers. Communication skill should be clear.

- Understanding of research structure (abstract, methodology, references)
- Knowledge of publication process
- Familiarity with indexing platforms
- Good MS Word formatting skill
- Attention to detail and multitasking ability

Preferred Knowledge

Some extra knowledge will be helpful but not mandatory.

- Plagiarism tools like Turnitin or Grammarly
- Referencing styles like APA, MLA, IEEE
- Experience in academic or editorial work

Eligibility

Freshers with good academic background can apply. Candidates with research or project work experience will get advantage.

Benefits

Company provides standard benefits like Provident Fund. Learning opportunity is available in research publication field.

How to Apply

Interested candidates can send resume on email or contact directly.

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