

The **Swiss Institute of Allergy and Asthma Research in Davos, Switzerland**, is offering a 100% position as a

Managing Editor for the Journal *Allergy*

Allergy is the European Journal of Allergy and Clinical Immunology, a monthly, peer-reviewed scientific medical journal.

The position will be next to the Editor-in-Chief and will be responsible for all day to day operations, communication, organization with the publisher WILEY, Associate Editors, Editors' Assistants, Copy Editor, Social Media Editor and Graphics Editor. This position will support and take direction from and report to the Editor-in-Chief and perform in line with the vision of the Editor-in-Chief of the *Allergy*.

Position responsibilities: The Managing Editor (MA) will be responsible for all of the communication coming from the editorial office. This includes sending invitations to submit manuscripts and oversight on the timely submission of invited manuscripts.

The MA will be responsible for the coordination of the communication and teleconferences between Editor-in-Chief, Deputy Editor, and Associate Editors. Will be responsible for the communication with EAACI (European Academy of Allergy and Clinical Immunology) headquarters managers for common projects.

Furthermore, the MA will be responsible for the promotion and press releases of articles published in *Allergy* and will be the main contact for WILEY and the Production Editor. The MA will act as the Manager of the *Allergy* Office.

This job will include control of the office budgets and supervise the performance of staff. Working place is the Swiss Institute of Allergy and Asthma Research in Davos, Switzerland.

Education/Experience required: Excellent English written and oral communication skills. Strong abilities in planning and coordinating people and operations. Excellent organizational and leadership skills. Outstanding communication and interpersonal abilities. Attention to detail and accuracy. Reliability and efficiency. Ability to prioritize and manage simultaneous tasks and project timelines and demonstrated abilities to meet multiple deadlines.

Please send application materials including a curriculum vitae until 20 August 2018 to the Editor-in-Chief, Prof. Dr. Cezmi A. Akdis akdisac@siaf.uzh.ch.