

Publications Project Manager

European Alliance for Innovation n.o.

Place of work: Rajská, Bratislava, Slovakia

Contract type: Full-time

Start date: Based on agreement

Salary conditions (gross): €2,000/month. Salary is based on experience.

The Role

EAI is looking for an experienced Project Manager to coordinate the publication of scientific journals and conference proceedings, from planning through to final delivery. You will be the main point of contact between authors, editors, reviewers, and internal teams — making sure projects move forward on time and nothing falls through the cracks.

This is a hands-on, people-facing role, ideal for someone organised, proactive, and comfortable juggling multiple projects in a fast-paced international environment.

Key Responsibilities

- Plan and manage the publication process for scientific journals and conference proceedings, from submission to final publication
- Coordinate communication and deadlines between authors, editors, reviewers and internal teams
- Track project progress, resolve bottlenecks, and keep everyone informed and on schedule
- Build relationships with new editors and partner organisations to grow EAI's publication portfolio
- Prepare reports and updates for management
- Support and coordinate colleagues working on related projects

What We Offer

- Work with leading academic publishers and access to cutting-edge research from around the world
- Flexible working hours
- Multisport card and 3 extra sick days per year
- A young, international, and dynamic team
- Office in the centre of Bratislava
- Real opportunities for growth

What We're Looking For

- At least 3 years of experience managing projects with multiple deadlines and stakeholders (publishing, editorial, or research-related experience is a strong plus, but not mandatory)

- Excellent organisational skills — you can manage several projects at once without losing track of details
- Advanced English (C1), spoken and written
- Comfortable using Microsoft Office (Word, Excel); experience with editorial/manuscript systems is a bonus
- Proactive, reliable, and able to work independently

About EAI

European Alliance for Innovation is a non-profit organisation. Its aim is to connect researchers around the world to achieve progress through collaboration, recognition and knowledge-sharing. It is the world's largest open ICT society. EAI subscribes to the highest level of labour and research standards.

Please note: only CVs in English will be accepted.