

**Job Title:** *Publisher Support Specialist (German)*

**Job Description:** We are seeking a proficient German Specialist to join our content acquisition team. The primary responsibility of this role is to acquire missing content from German-speaking publishers by establishing contact through email and telephone communication.

**Responsibilities:**

- Establish and maintain contact with German-speaking publishers to obtain missing content.
- Follow up consistently via email and telephone to ensure timely acquisition of content.
- Manage and track communication with publishers using internal systems.
- Ensure the daily productivity targets are consistently met.
- Uphold quality standards by always ensuring adherence to process-related parameters.

**Required Skills:**

- German language proficiency of B1 and above.
- Excellent verbal and written communication skills in German and English.
- Proficiency with Microsoft Office Suite (Outlook, Excel, Word).
- Strong web browsing skills for research and information retrieval.
- Keen on listening abilities and strong observational skills.
- Quick learner with the ability to absorb new information efficiently during meetings and training sessions.
- Experience in adhering to tight schedules within a daily or weekly content publishing environment and self-disciplined.

**Preferred Skills:**

- Familiarity with journal publishing and content management.
- Ability to work both independently and as part of a team.
- Strong organizational skills with the ability to prioritize tasks effectively.

**Preferred Qualifications:**

- A degree in any discipline
- Preferred candidates with a degree in Library Science