

GOING GORILLAS

WANTED: FOURTH GORILLA (a.k.a. Project Coordinator)

WE'RE GOING GORILLAS. WE TURN COMPLEX SCIENCE INTO STORIES PEOPLE ACTUALLY CARE ABOUT.

We're a Ghent-based **marketing agency** for **life science companies** that is also dedicating serious time to projects that **create societal impact**. Right now, we're three gorillas (one scientist, one storyteller, one creative) with a growing list of clients who keep coming back for more (which is great!), but which also means we need someone who can keep the whole troop running like a well-oiled machine. ***Enter you!***

THIS AIN'T NO BORING ADMIN JOB

Your superpower? Making sure nothing falls through the cracks, while still being the person our clients love to hear from. Think: client relationships that run smooth as clockwork. Notion dashboards that make sense. Reports that tell a real story. Timelines that hold. You're the one who knows where everything stands, what's due next, and who needs a nudge before they even know they need one. You'll be the coordinating gorilla who turns "Wait, where are we on this?" into "Already handled, here's the update."

WHAT YOUR DAY WILL LOOK LIKE

Arrive. Coffee. Open Notion. Your dashboard is color-coded, clean and tells you exactly what the troop needs today. Three client projects in flight. One deadline tomorrow. You're already on it. **Emails first.** A client wants feedback on yesterday's deliverable. You loop in the Science Gorilla and set a clear timeline for the reply. Another client hasn't approved last week's assets yet. You send a friendly but firm nudge. Done. Briefs, timelines, action items. You run a quick check across all active accounts and update the project dashboard. Nothing slips. **Noon already?** Quick sync with the Creative Gorilla. You've prepped the agenda, the slides are ready, the meeting starts on time. Client loves the update. You take notes, share the meeting summary with actions items, debrief the team on major updates. **Lunch with the crew.** Good conversations, bad jokes. Back at it. You pull together a campaign report for a biotech client. Clean layout, clear KPIs, honest insights. **Social Gorilla storms in:** "Can you post the LinkedIn carousel this afternoon?" Already scheduled. You also caught a typo in the caption, fixed it before it went live. You're that person. **End-of-day sweep:** Notion updated, action items assigned, no open loops. **Head home satisfied.** Or not. Your phone buzzes. Your best friends are grabbing a drink in Ghent. "You bet. I'm five minutes away."

THE ONE WE CAN'T WAIT TO MEET

YOUR MINDSET	YOUR SKILLS	YOUR EXPERIENCE
• You're a highly motivated, positive-minded and flexible team player. The kind of person who turns "That's tricky" into "Leave it with me." • Open loops make you uncomfortable. You close them. • You've got a sharp eye for detail, every deadline matters! • You represent us for assigned clients (warm, sharp, reliable) and are comfortable leading meetings and follow-ups independently. • You're genuinely curious about science. You don't need to master it, but you want to understand it. • You're excited to help grow our startup. You see the messy, build-it-as-we-go phase as the fun part, not the scary one. • You want to keep growing yourself.	• You break complex projects into clear plans: tasks, subtasks, owners and deadlines, all mapped out. • You can handle timelines, briefs and deliverables for multiple clients (and the stress that sometimes comes with it) without breaking a sweat. • Notion is your happy place. You geek out over a clean database, a smart relation, a dashboard that finally makes the chaos click. • You're comfortable with Microsoft Office and related tools (e.g. SharePoint, Teams) as well as basic marcom tools. • You are able to handle additional behind-the-scenes tasks (e.g. copy edits for our marcom projects, supplier coordination). • You're fluent in Dutch and English, both written and spoken. • Bonus point 1: you've worked with CRM or project management tools before. • Bonus point 2: you have a feel for data (KPIs, campaign reports, dashboards).	• At least 2 years working experience in an agency or B2B client-facing role. • Valid driver's license to occasionally travel to client sites by car. • Degrees in marketing, communication, business or project management are nice to have but don't say it all. • No such degrees but self-made, proactive and project-obsessed?

Let's talk!

WHY JOIN OUR JUNGLE?

- **Impact that matters:** You will work on commercial and societal projects that change lives.
- **Your voice counts:** We are a small team with big ambitions, and your input will shape GG's direction.
- **Room to grow:** This role has a clear path to Project Manager and beyond as GG scales.
- **Creative freedom:** You'll help build our systems, processes and client experience from the ground up.
- **Inspirational environment:** You'll be part of a co-working community where our office in Ghent is hosted.
- **Flexible setup:** Full-time. Occasionally remote? We'll make it work.
- **Long-term collab:** We offer a permanent contract, competitive salary and benefits in line with your experience.

MORE THAN A MARCOM AGENCY

Going Gorillas has never been only about clients. Alongside our commercial work, we put serious time into projects that create real societal impact. It's in our DNA, from volunteering closer to home to backing causes further afield. Right now, that commitment has a name: Gorilla Grounds, a newly established non-profit we're proud to support. We help them the same way we help our clients: with storytelling, coordination and creative muscle to get things off the ground. If "work that matters" is more than a line on a careers page for you, you'll fit right in.

READY TO GO GORILLA?

Send your **resume** to:

hello@goinggorillas.com

and tell us why you're the perfect match.

MORE INFORMATION?

Check out www.goinggorillas.com

Follow us www.linkedin.com/company/goinggorillas

Give us a call +32 472 22 53 86

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