



GC Consulting

**vacancy**

**Location:**

Ghent (office + homeworking)

**Work Regime:**

Full-time (38h) or 4/5

**Employer:**

GC Consult BV

[www.gcconsult.be](http://www.gcconsult.be)

# Internal Account Manager / Administrative Coordinator

## ROLE OVERVIEW

As Internal Account Manager / Administrative Coordinator, you act as the **central point of contact** for our customers and partners. You support both **commercial workflows and administrative processes**, ensuring smooth communication, accurate follow-up and professional execution of projects. You work closely with the CEO and collaborate on sales activities, client communication, marketing support and operational coordination.

## KEY RESPONSIBILITIES

### 1. Account Support & Client Follow-Up

- Act as the first point of contact for assigned customer accounts.
- Follow up ongoing projects, requests and documentation.
- Prepare monthly activity reports for clients.
- Draft, structure and send commercial emails, quotations and product information.
- Schedule, prepare and follow up customer meetings and calls.
- Introduce new products and send structured introduction emails based on priorities.
- Actively think along to improve customer communication and commercial approaches.

### 2. Administrative Management

- Provide general administrative support to GC Consult BV.
- Process, organise and prepare invoices.
- Prepare and send product samples.
- Manage incoming requests through the website and maintain follow-up.
- Set up and maintain a CRM system.
- Build commercial mailing lists and help select the right marketing tools/software.

### 3. Marketing & Communication Support

- Assist in planning, preparing and coordinating LinkedIn posts (content, scheduling, follow-up).
- Support email campaigns, newsletters and customer mailings.
- Prepare materials for fairs, events and client presentations.
- Assist in branding and marketing initiatives across different markets.

### 4. Internal Coordination & Organisation

- Work closely with the CEO to set weekly priorities.
- Keep internal systems and CRM up to date.
- Coordinate between customers, suppliers and internal teams whenever necessary.

## ABOUT GC CONSULTING

GC Consult BV is a fast-growing consultancy company specialised in the international pet food industry. We support manufacturers, brands and distributors worldwide with strategic advice, product development, commercial representation and market entry into Europe. To further strengthen our operations, **we are looking for a proactive, structured and service-minded Internal Account Manager / Administrative Coordinator** who will play a key role in our daily commercial and administrative activities.

## WHO ARE WE LOOKING FOR?

### Must-Haves

- Strong administrative and organisational capabilities.
- Excellent written and verbal communication skills.
- Very strong command of English (95% of our business is in English); other languages are an asset.
- Proactive, solution-oriented and able to work independently.
- Commercial mindset and a natural interest in customer interaction.
- Good knowledge of the Microsoft Office suite.
- Strong interest in AI tools or experience using AI in a professional context, with willingness to help integrate AI solutions into our workflows.

### Nice-to-Haves

- Affinity with the pet food industry or FMCG.
- Experience with CRM systems or marketing automation tools.

## WHAT WE OFFER

- A varied and dynamic position within an **internationally oriented company**.
- **Flexibility**: mix of office work in Ghent + homeworking.
- **Full-time or 4/5** employment possible.
- **Competitive salary package** depending on experience.
- **Meal Vouchers & eco vouchers**.
- **Laptop and mobile phone**.
- **Responsibility, autonomy** and room for **personal development**.
- A positive, **supportive and professional work environment** with global exposure.

**Interested?**

**Send your CV and a short motivation to [gert@gcconsult.be](mailto:gert@gcconsult.be) or contact us via [www.gcconsult.be](http://www.gcconsult.be).**