



**ACO. creating the future of drainage.**

ACO Group is the world market leader in drainage technology with offices in more than 40 countries on 6 continents. Climate change brings us face to face with challenges to respond. Increasingly extreme weather must be counteracted by more complex and sophisticated drainage concepts. ACO achieves this with intelligent system solutions which have a dual purpose: protecting people from water, and water from people.

To further strengthen our market presence in Bulgaria, we are looking for:

## **Head of Sales Administration**

Location: Sofia

Ref #: HSA

### **Responsibilities:**

- Leading a team of back office sales administrators;
- Managing, motivating and inspiring team members for top performance
- Developing, implementing and supervising of administrative procedures;
- Planning, organizing and coordinating of sales processes and project follow-up for targeting sales results and customer satisfaction;
- Managing priorities and distributing tasks among team members;
- Setting and following key performance indicators for the team;
- Coordinating the relations and processes with other departments.

### **Requirements:**

- Positive and proactive attitude, self-starter and responsible team-player;
- High level of communication, strategic thinking, organizational and analytical skills;
- Very good computer literacy – MS Office, experience with implementation and development of processes within CRM software;
- University Degree in Business Administration or other relevant subject;
- Previous experience on a similar position will be considered an advantage.

To find out whether ACO is a good match for you – and vice versa - please send your CV, motivation letter and a recent photo to [careers@aco.bg](mailto:careers@aco.bg) until 10.09.2019.