



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:

Front Office Assistant

Location: Sofia

Ref #: FOA

Responsibilities:

- Supports daily office operations and team activities;
- Welcomes and attends visitors in the office, operates incoming phone calls;
- Coordinates team meetings and events for partners and customers;
- Administrative support, correspondence and document flow;
- Coordinates office maintenance, supplies and services.

Requirements:

- Excellent communication skills, positive and proactive attitude;
- Self-started person with strong organizational skills;
- Loyalty and attention to detail;
- University Degree;
- Excellent MS Office skills; English and/or German language.

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 until 20.11.2019.