



**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:

## **Sales Administrator**

Location: Sofia

Ref #: SA

### **Responsibilities:**

- Customer support and service;
- Administrative and technical support to the sales team;
- Organizes and coordinates sales activities, using CRM software;
- Investigates and collects information for potential clients and Project follow-up;
- Prepares offers, contracts and other documents.

### **Requirements:**

- Positive and proactive attitude, self-starter and responsible team-player;
- High level of communication and organization skills;
- Computer Literacy – MS Office, CRM softwares;
- University Degree, preferably with technical profile
- Previous experience in sales or customer support 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 15.05.2019.