

ACO. we care for water

ACO Group operates in more than 50 countries on 6 continents. For our head office in Sofia, we are looking for:

Office & Marketing Assistant

Responsibilities:

- Supports marketing activities and administrative tasks;
- Coordinates in-house or external meetings and events;
- Welcomes and attends visitors in the office;
- Coordinates office maintenance, supplies and services.

Requirements:

- Excellent communication skills, positive and proactive attitude;
- Self-started person with strong organizational skills;
- University Degree;
- Excellent MS Office skills, knowledge of graphic design softwares will be considered as advantage;
- 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 25.04.2024.

ACO is a Water-Tech company that protects water. Building on our global drainage expertise that protects people from water, we increasingly see our mission as also protecting water from people.

