



# ACO. we care for water

ACO Group operates in more than 50 countries on 6 continents. To further strengthen our market presence in Bulgaria, we are looking for:

## Sales Administrator

### 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).

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.

[www.aco.bg/careers](http://www.aco.bg/careers)



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