



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 or 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.

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.



ACO Building Elements Ltd.
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