

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:

Assistant to the Business Development Director

Responsibilities:

- Support the Business Development Director in daily tasks and projects.
- Assist in preparing presentations, references, case studies and other marketing materials.
- Coordinate and support the organization of internal and external events, conferences, and client meetings.
- Collect, analyze, and structure information for business development activities.
- Maintain and update databases of references, projects, and client contacts.
- Prepare reports, documents, and presentations in close collaboration with the management team.
- Coordinate tasks and documentation with Sales and Technical teams to ensure smooth and consistent communication.

Requirements:

- University degree in Economics, Engineering, or another relevant field.
- Excellent knowledge of MS Excel, Word, and PowerPoint.
- Knowledge of graphic design software will be considered a strong advantage. (e.g., Adobe Illustrator, InDesign, Photoshop, Canva)
- Very good command of English.
- Excellent organizational, communication, and writing skills.
- Positive, proactive, and detail-oriented personality.
- Ability to work independently and in a dynamic team environment.

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.
36 Chelopeshko shose Str.
1839 Sofia