

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:

- Provide administrative and technical support to the sales team.
- Enter and process customer orders and offers in CRM system with high accuracy.
- Prepare offers, contracts, invoices, and supporting documents.
- Ensure offer follow-up – track all submitted offers, monitor status, prepare reports, and support sales managers in closing deals.
- Coordinate and organize client meetings and sales events.
- Maintain updated databases of clients, offers, and contracts.
- Collaborate with finance, logistics, and supply chain to ensure correct pricing, terms, and timely processing.
- Proactively identify and suggest process improvements for higher efficiency.

Requirements:

- University degree, preferably in Economics or a technical profile.
- Previous experience in sales administration, order processing, or customer support will be considered an advantage.
- High level of communication and organizational skills, attention to detail.
- Excellent MS Office skills; experience with CRM systems.
- Good command of English; German will be considered an advantage.
- Positive, proactive, and responsible team player.

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.



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