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# Example of Acquisition Analyst Job Description

Our company is searching for experienced candidates for the position of acquisition analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for acquisition analyst

* Keep up-to-date on innovative industry recruitment to assist develop, manage and execute talent attraction initiatives
* Monitor metrics, training and system utilization to ensure recruiting team effectiveness
* Use My-Jobs effectively for the on-going day to day needs
* MARKET ANALYSIS- Assist the division in preparation of market analysis tools including reports on resale and new home activity (volume, pricing, days on market), competitive market analyses, and sales and closing trends
* Ensure Reclamation Inventory is reviewed for overage/obsolete material turned correctly into DRMS (Defense Reutilization Marketing System)
* Coordinate with Programs for reutilization of their material
* Manage data entry for Navy ERP
* Manage all kit reclamation part receipt files and proof of delivery files, inventory records, and report compilations
* Manage the verification of parts against receiving documents, noting and reporting discrepancies and obvious damages, routing parts to prescribed storage locations per established procedures
* Manage storing, stacking, or palletizing parts in accordance with prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials

## Qualifications for acquisition analyst

* Solid Recruitment skills sets, good methodology of sourcing, interviewing, assessing, negotiating with candidates, being a brand advocate, representing organization professionally at the highest level during entire recruitment lifecycle
* Master degree in or equivalent qualification with 8+ yrs of experience
* Proficiency using social networking (ie
* 2+ years in Human Resources/Talent Acquisition or equivalent military experience preferred
* 4 year degree in Finance, Math, Business, Economics, Accounting or related field (preferred) College graduates are encouraged to apply!
* Ability to interact with people from a variety of different cultures and business discipline