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# Example of Acquisition Analyst Job Description

Our company is growing rapidly and is hiring for an acquisition analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for acquisition analyst

* Participate in on-site due diligence meetings and support senior management regarding post-acquisition with respect to acquired assets
* Assists with title review and exceptions for properties under contract
* Assist UA Managers with campaign analysis and launch reporting
* Work with development teams and senior management to design user acquisition campaigns
* Monitor key performance indicators of advertising campaigns to measure profitability
* Optimize acquisition campaigns by analyzing market trends and testing new targeting segments
* Ability to negotiate a new deal to test new partners
* Manage all interview programs at HQ & individual contributor roles at Chattanooga Contact Center – oversee SOPs and logistics, interview schedules, candidate travel and accommodations
* Serve as administrator of Applicant Tracking System
* Manage process flow of all talent acquisition documentation including requisitions, background checks, new hire notifications

## Qualifications for acquisition analyst

* Assist in program reporting
* AA or AS degree and 2 years of experience in a professional work environment, BA or BS degree, or 4 years of experience in a professional work environment in lieu of a degree
* Perform system administration functions for BrassRing including report creation and analysis, table maintenance, configuration, security administration, functionality updates
* Five to eight years’ experience in project management with the federal government, acquisition, logistics, or supply chain management
* Ability to take direction and produce quality products
* Must have a Bachelors w/5 yrs relevant experience (1 yr w/Masters, 7 yrs w/Associates)