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# Example of Acquisition Associate Job Description

Our innovative and growing company is hiring for an acquisition associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for acquisition associate

* Establishes and/or maintains effective relationships with hiring managers, HR Business Partners, Recruiters, and candidates
* Monitors open positions and all TA metrics to meet hiring/recruiting goals
* Ensures all hiring practices and policies are adhered to
* Ensures knowledge of up to date recruiting trends remains current
* Represents IOPS at career fairs and other sourcing venues
* May provide counsel and assistance to hiring managers and interviewers to ensure compliance with company’s policies and legal requirements
* Responds to employee inquiries regarding hiring policies and staffing process
* Other related Talent Acquisition/HR responsibilities as assigned
* Conduct financial modeling and valuation analysis in support of all growth initiatives
* Analyze markets and new business opportunities to develop recommendations on the appropriate strategy for the Firm

## Qualifications for acquisition associate

* We will also consider qualified candidates who come directly from a client service role within a public accounting firm
* Must have readily available transportation for travel
* Proven ability in developing and maintaining strong internal and external relationships
* Demonstrated ability to recruit for a broad range of positions and geographies
* Strong proficiency in social and advertising platforms such as Power Editor, Twitter Ads, YouTube, Ad Servers, Finance Software, Google Analytics, DMPs, DSPs
* Experience with CRM products