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# Example of Acquisition Consultant Job Description

Our company is looking to fill the role of acquisition consultant. 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 consultant

* Direct search and pre-screening of CVs, reference checking
* Making cold calls to candidates and presenting the company
* Candidates' assessment and selection, coordination of interviews with hiring managers
* Participating in the improvement of recruitment/HR processes, procedures and regulations
* Participating in the development and maintenance of internal database, etc
* Interviewing candidates using techniques and methodologies to screen and source highly qualified candidates
* Responsible for providing day to day recruiting support to assigned client group
* Provides staffing support for operational, professional or lower level managerial positions
* Reviews personal requisition forms for accuracy, and ensuring that positions are viable
* Consults with hiring manager to develop a recruitment plan for maximum success, and develops an interview process and guide for hiring manager

## Qualifications for acquisition consultant

* Excellent strategic influencing skills with the ability to relate to a wide variety of people with different agendas and needs to ensure effective communications with key internal stakeholders
* Advanced experience utilizing structured candidate assessment methodologies, utilizing innovative sourcing/recruitment techniques to recruit passive candidates
* Experience with software engineering recruitment preferred
* Expert level experience with Applicant Tracking System
* Experience working in a team environment, experience working in a COE environment
* Our brand promise of making life brighter – for our customers, partners, and communities