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# Example of Acquisition Coordinator Job Description

Our growing company is hiring for an acquisition coordinator. 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 coordinator

* Increase the Global TV team’s operational efficiency
* Ensuring timely shipment of materials for recruitment events
* Coordinate onsite interviews, enterprise-wide de-brief meetings
* Post job opportunities to LinkedIn and other recruitment management systems, as needed
* Support Talent Acquisition Manager with required reporting
* Initiate background checks & drug screens on all new hires
* Secure candidate travel arrangements, ensuring a smooth travel experience
* Schedule interviews in a high volume, fast paced environment
* Interface with internal stakeholders (recruiters, hiring managers, ) to coordinate on site interview logistics
* Send general correspondence to candidates and provide support as needed

## Qualifications for acquisition coordinator

* Highly collaborative, resourceful, curious with great calm and a good sense of humor
* Maintain flexibility while working in a dynamic environment
* Exemplary team spirit
* 3+ years administrative support experience, preferably in an HR setting
* Position has a strong focus on professionalism, customer service and teamwork
* Research and analytic experience a plus but not required