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# Example of Acquisition Coordinator Job Description

Our company is looking for an acquisition coordinator. 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 coordinator

* Interfacing with prospective content partners
* Acting as a liaison with various departments (Content Ops, Marketing, PR, Legal, Product) to coordinate information sharing and address incoming requests
* Tracking title schedules and key dates for delivery, payments, start dates, options, etc
* Conducting market and competitive research
* Increase the team's operational efficiency
* Manage interview scheduling process and ensure candidate schedules are maintained day of
* Creating a recruiting campaign and process
* Managing the entire recruitment process and life-cycle, including sourcing, screening, interviewing and evaluating candidates
* Thoughtful phone interviews
* Develop recruiting strategies

## Qualifications for acquisition coordinator

* Prior studio, agency, consulting or media-focused technology experience strongly preferred but not required
* A love of TV
* Knowledge of the domestic and international television landscape is a plus
* Understanding of full lifecycle recruiting components preferred
* Superb organization skills are a must
* Insure all fields are populated accurately and correctly to achieve full utilization of tracking system to measure all key Talent Acquisition metrics