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# Example of Acquisition Coordinator Job Description

Our innovative and growing company is looking to fill the role of 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

* Communicate with candidates, recruiters, and hiring managers to ensure an effective and optimal candidate experience
* Initiate candidate background checks ( motor vehicle and drug tests where applicable) and work with First Advantage to ensure the background checks get completed and the candidates are made aware of next steps in the background check process
* Onboard contractors (and occasionally employees)
* Builds strong partnership with C-Suite Executives, Stakeholders, and Clients to deliver high-level professional services
* 90% or more of time spent working with customers and teammates to coordinate interview arrangements for candidates (prepare agendas, schedules, request travel arrangements, create and coordinate candidate communication, and other duties as needed)
* Coordinate candidate reference checking and assessment process including initiation, scheduling, and communication with the vendor and candidate
* Complete recruiting process and systems tasks related to job requisitions, candidate profiles, hiring and onboarding, and reporting
* Work with recruiting teammates to resolve process and system issues
* Coordinate and assist with recruiting events as necessary and requested
* Create email content and job postings for all B

## Qualifications for acquisition coordinator

* Can naturalise empathise with people
* Experience working with international vendors and reviewing/maintaining their accounts, reviewing and executing licensing contracts
* At least 2 years of previous coordinator experience is required
* Prior studio, agency, consulting or media-focused technology experience required
* A love of TV and knowledge of international markets
* Spanish language knowledge is a must