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# Example of Acquisition Coordinator Job Description

Our growing company is looking to fill the role of acquisition coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for acquisition coordinator

* Employment offers, candidate background screening, facilitating pre-employment process, and central coordination of all production roles in the US
* Facilitates pre-employment process including background checks, drug screens
* Support compliance related activities including
* Managing and updating the e-Onboarding tool as and when required
* Subject matter expert for Applicant Tracking System
* As needed, source and review resumes, screen applicants/candidates
* Must have the ability to manage reporting and provide full life cycle administrative support for the corporate Talent Acquisition team
* Post all positions to appropriate posting boards and social media sites
* Build, open, complete and assign requisitions in Applicant Tracking System
* Schedule phone screens for recruiters

## Qualifications for acquisition coordinator

* Familiar with standard concepts, practices and procedures within recruiting
* Experience in administrative and/or coordinator roles with the ability to multi-task and manage internal processes of varying levels of complexity and urgency
* Accustomed to working in a fast-paced environment with continued focus on details and prioritization
* This position has is very detailed
* Must have a professional, positive, ‘can-do’ attitude and a desire to support a fast-paced team with several individuals in remote locations
* Ability to manage confidential and employee information