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# Example of Acquisition Executive Job Description

Our company is growing rapidly and is looking to fill the role of acquisition executive. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for acquisition executive

* Provide expertise to HR Business Partners upon request
* Work in a dynamic and fast-paced environment with a proven ability to balance competing demands and priorities operate independently while building a successful sales pipeline/channel
* Ensuring accurate candidate records are kept via management of the ATS
* Responsible for sourcing for various positions across assigned set of functions
* Conduct pre-screening HR interviews
* Lead high-level candidate name generation and organization chart creation/talent mapping by leveraging external resources in the public domain (including social media and paid news/information subscriptions)
* Participate in kick-off meetings with ETA team members to assist in the development of the search strategy and target company list
* Manage ETA’s corporate resource library to determine the best paid subscription and research resources for the team
* Develop a strong understanding of Danaher’s culture and core competencies and leverage that knowledge to identify top external executive talent for current and future executive-level positions
* Client QBRs

## Qualifications for acquisition executive

* Has strong business acumen and sense of business ownership to properly identify all external opportunities that the business can tap into be it internal or external
* Responsible for sourcing candidates of car finance program for GrabCar platform from multiple sources
* Experiences in automotive industry or auto finance such as loan, lease, highly preferable
* Builds and maintains a network of colleagues and customers to share information and obtain prospects
* Demonstrates working knowledge of the organizations entire product and service line
* Sells in accordance with company policy, procedures and culture