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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

* Screen candidates from the initial phone call, through pre-qualifying, testing, reference checking, and interviewing
* Interview and follow up with all applicants, including reference verifications
* Negotiate job offers to include salary, benefits, relocation, bonuses
* Support leadership development with duties that include, but are not limited to, training, coaching and counseling, as deemed necessary
* Anticipate the seasonal fluctuations of candidate flow and balance the candidate pool
* Maintain a constant supply of available skilled candidates
* Create referral contacts and programs to increase candidate flow
* Input information in the database on candidates
* Track leadership development activities in the appropriate platform
* Update availability and priority lists daily/weekly

## Qualifications for acquisition executive

* Must have the ability to work independently and function well when managing tight deadlines
* Assist the Digital Acquisition Manager with the development of acquisition strategies across all paid channels, including the promotion of new materials
* Provide regular weekly, monthly and quarterly reporting on business as usual activity across all marketing channels
* Build and maintain effective and productive working relationships with colleagues, clients and third parties
* 1-2 years’ experience exclusively in recruitment, preferably from a recruitment firm
* Should be thorough with various job portals