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# Example of Acquisition Specialist Job Description

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

* Identify, analyze, interpret, and recommend implementation of public law, policy and regulation
* Formulate and evaluate strategies to achieve program objectives
* Coordinate with team leads
* Prepare and provide key acquisition program documents
* Develop and evaluate of the lifecycle cost estimate
* Coordinate with authors and other stakeholders to discuss and edit drafted material
* Complete Post Closing Audit checklist to verify loan documents are complete and accurate
* Verify data is consistent between final closing documents and LOS
* Identify and record purchase loan conditions in LOS
* Set up loans for Servicing in LOS

## Qualifications for acquisition specialist

* Strong negotiation skills to drive down costs and improve efficiencies of media buys
* Experience with executing large scale online marketing initiatives with measurable results
* Experience using a search bid management tool, like Marin Software
* Experience using a media ad serving tool, like Conversant
* Skilled in applicant interviewing techniques including behavioral based methods
* Knowledgeable of federal guidelines on selection procedures, Title VII of CRA, ADA/RA 1973/FMLA/AAPs/HIPAA/FERPA and similar regulations