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# Example of Acquisition Support Job Description

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

* Working with a team of IT and organizational professionals to support a major IT infrastructure acquisition
* Providing acquisition expertise and advice to the team and to client contracting professionals
* Guiding IT staff to help shape statements of work and other related documentation
* Acting as the liaison between IT and contracts staff
* Provide assistance to candidates to enhance their experience throughout the applicant experience
* Interpret callers’ needs and actively direct them to self-service options, where applicable
* Document issues and identify resolution to inquiries to assist in creating a knowledge base
* Provide password assistance for variety of systems available to candidates
* Performsoutbound follow-up communications, as necessary to ensure candidates’ needs have been met
* Log all interactions in appropriate system

## Qualifications for acquisition support

* Obligations are met
* Must possess PC skills within Windows environment
* Must have a minimum of 5 years related experience in business/financial operations, acquisition planning and execution and post-award contract support
* General knowledge of government contract terms and conditions
* Relevant acquisition and program management support experience in accordance with the job description mentioned above
* Experience supporting large acquisitions programs/source selection activities