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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

* Direct the recruitment staff (regular and/or contract) in the development, identification and placement of qualified candidates
* Maintain and analyze reports addressing open requisition activity by recruiter, cost per hire and time to fill
* Help provide insight into investments optimization and decisioning, including driving investment efficiencies
* Analysis will include business cases, past portfolio performance, assessing channel profitability, various other decision support projects across the Marketing organization
* Collaborate and partner with teams across the broader USCS LFO organization to leverage portfolio and product specific knowledge
* Present findings and recommendations to the business
* Leverage CMV models to evaluate investments
* Collaborate with Marketing and Finance on investment management relating to funding decisions, monthly/quarterly budget allocations, and managing the P&L risks and opportunities
* Place vehicle orders within the designated ordering windows
* Confirm correct vehicle specifications and equipment are ordered

## Qualifications for acquisition support

* 8+ years of experience with performing staff–level acquisition logistics management functions in support of a Government Product Office (PdO) for life cycle management
* Experience with Army Program of Record documentation and procedures
* Experience with Materiel Release and hand–off and accountability procedures
* Experience with developing and supporting the implementation of product support plans, developing acquisition strategies, and sustaining well–defined, affordable performance–based strategies for PdO supported products
* Experience with the development of core logistics assessments
* Ability to prepare material fielding plans and respective support documents