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# Example of Acquisitions Manager Job Description

Our growing company is looking for an acquisitions manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for acquisitions manager

* End - to - end accountability for program delivery for new acquisition onboarding
* Manage program alignment across multiple disciplines and work streams
* Accountable for program deliverables including project charters, project plans, project status reports, issue/risk logs
* Drive continuous improvement in program playbook and methodology
* Lead complex acquisition integration projects
* Coordinate and execute the multiple projects, define performance and results and manage acquisition, internal business partners, vendors and service providers
* Managing up to two projects or programs simultaneously in a matrix environment
* Providing subject matter expertise in areas including project management, project scope definition, risk identification, project methodology, resource allocation, facilitation, and other areas of expertise based on professional knowledge and background
* Making presentations to executive management on project updates, project cycle, recommendations and expected results
* Ensure projects are completed on time, on budget and within scope

## Qualifications for acquisitions manager

* The post holder will assist in the design of robust test campaigns, ensuring the ability to have measurable and valid results
* Ensure marketing analyses are completed on time and meet or exceed high quality standards
* 5 + years of relevant work experience in areas such as M&A, corporate development, investment banking or consulting
* Experience in and comfort with project/process management and/or deal execution
* Strong verbal and written communication skills and interpersonal skills, with demonstrable success with working in and managing teams
* Highly motivated with ability to multi-task and autonomously manage processes and projects in a fast-paced, deadline-oriented environment