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# Example of Advisor, Acquisition Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of advisor, acquisition. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for advisor, acquisition

* Responsible for creating all offer letters and employment/sales agreements
* Ensure compliance and appropriate record keeping for all hiring activity
* Engage key stakeholders to drive TA Best Practice Management, HR Business Partners, C&B, HRG Community
* Coach and consult with Field Leaders on recruiting techniques, behaviors and attitudes
* Use recruiting expertise to teach best practices through participation in the RVP hosted, weekly, and recruiting –focused conference calls
* Ensures that recruiting and hiring practices are compliant with all applicable local, state, and federal employment laws and OFCCP / EEOC guidelines
* Develops effective working relationships with Human Resources Business Partners, Hiring Managers, and Global Compensation to ensure a streamlined talent acquisition process
* Manages all candidate tracking and status updates in the Applicant Tracking System (SuccessFactors)
* Stays current on recruiting trends and global labor market conditions
* Participates in other Talent Acquisition projects as requested

## Qualifications for advisor, acquisition

* Bachelor's degree with 4-6 years of sales recruiting experience or 6-8 years equivalent work experience
* Ability to understand the sales lifecycle and manage complex data to support business decisions
* 5-7 years professional Human Resources experience required, with specialized expertise/skills in HR disciplines
* Computer literate with working knowledge of
* Bachelor’s degree in human resources management or the equivalent
* Minimum five years’ experience in a similar position