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# Example of Analyst, Acquisition Job Description

Our growing company is looking to fill the role of analyst, 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 analyst, acquisition

* Participate in monthly In-Progress Reviews (IPR), Integrated Baseline Reviews (IBR), and Program Management Reviews (PMRs)
* Present at the quarterly IPR
* Prepare acquisition documents/packages as required in support of DoD Business Capability Lifecycle (BCL)
* Assist in the drafting of complex Request for Information, Statement of Objectives, and/or PWS
* Prepare solicitation package
* Assist in the preparation and development of Justifications and Approvals (J&A), Statements of Work (SOW), delivery schedules
* Assist in the production and updates of program acquisition documentation such as Acquisition Strategies, Acquisition Plans, and SOWs
* Prepare notices (synopsis, sources sought, request for information)
* Act as team interface to government customer for contractor team
* Review requirements documents and contractor proposals and coordinate technical evaluation with PMO and appropriate customers/teams

## Qualifications for analyst, acquisition

* Strong data analytics technical skills in at least 1 tool
* Knowledge/experience on database design, modelling and architecture a plus
* Exposure to transactional online businesses a plus
* Exposure to digital marketing technologies a plus
* Interest in online/offline sports betting and gaming a plus
* Ability to work in Excel on reconciliation, spend plan, and tracking of funding line items