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# Example of Associate, Acquisition Job Description

Our company is searching for experienced candidates for the position of associate, 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 associate, acquisition

* Coordinate targeted social media ad exposure (especially Facebook), display and affiliate advertising campaigns in both mobile and web
* Establish and maintain effective strategy performance tracking to ensure strategies are performing as expected
* Work with hiring managers to run the recruitment process for all technology hire
* Post job descriptions on job boards, social media, corporate career websites and other possible channels
* Determine applicant qualifications by interviewing, analyzing responses, verifying references and comparing qualifications to job requirements
* Match applicants to job openings and create a portfolio of possible candidates for the hiring manager
* Keep track of all applications and gather pre-employment information
* Participate in campus recruitment activities and help develop a pipeline for future technology staffing
* Represent company at recruiting events and professional conferences
* Lead process improvement initiatives to streamline staffing procedures and periodically evaluation contracts/relationships with external vendors such as recruiting agencies, job boards, background companies and other staffing contractors

## Qualifications for associate, acquisition

* A self-starter, takes initiative and raises hand to participate
* Bachelor Degree in Human Resource Management, Business IT, Business Administration or any other relevant discipline
* Applicant Tracking System knowledge is a plus
* 3-5 years credit experience preferred and familiarity with various industries, collateral issues and valuations
* Ability to learn and adapt quickly to new knowledge and business direction related to talent acquisition systems and processes
* A successful candidate will be able to quickly gain and apply knowledge of organizational operations, procedures, and staff