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# Example of Associate, Acquisition Job Description

Our growing company is looking for an 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

* Ensures postings agree with open vacancies
* Management of the full lifecycle of departments expenses
* Innovate and drive improvements to the staffing process
* Achieve departmental objectives by administering high volume sourcing strategies to identify candidates through various channels (Internet research, social networking, online database search tools, referrals)
* Provide interview scheduling assistance, sourcing and conduct candidate screening
* Distribute all necessary interview materials to candidates and managers for designated student recruiting for on-campus and Sanofi's hiring process
* Collaborate with University Talent Acquisition (UTA) team to ensure our approach supports company values, culture and program objectives, while maintaining strong relationships with our businesses and key campus contacts
* Respond to candidate inquires about the overall UTA program
* Create and maintain key college contacts information
* Create and administer surveys to our students and managers to track program performance

## Qualifications for associate, acquisition

* One year experience working with Success Factors ATS
* One year of data mining experience – collecting, searching through, and analyzing a large amount of data to discover patterns or trends with recruitment
* MS Excel - Advanced level knowledge (creation of spreadsheets, pivot tables, formulas, Vlookups)
* Ability to create ad hoc reporting through Success Factors
* Typing speed of 30 words per minute in both languages
* MS Word - Intermediate level knowledge