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# Example of Associate, Acquisition Job Description

Our innovative and growing company is searching for experienced candidates for the position of associate, acquisition. 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 associate, acquisition

* Monitoring and tracking progress on all open tasks or transactions
* Maintaining a high degree of customer service and integrity when dealing with internal and external clients and vendors
* Performing other duties or special projects, as assigned
* Relationship manage recruitment agencies and any other partner organizations in a commercial, quality and service orientated manner
* Be the central liaison for hiring managers, external partners and candidates throughout the process
* Coordinate interviews and feedback through to offer stage
* Offer management and seamless on-boarding in partnership with HR Business Partnering, Reward and HR Operations
* Act as a trusted advisor to HR Business Partners and hiring managers at all times
* Ensure line managers are responsive, provide detailed and relevant feedback and conduct their role in the recruitment process in a timely manner
* Partner with Hiring Managers to review, analyze and clarify job specifications, leadership behaviors and skills required

## Qualifications for associate, acquisition

* Dynamic/flexible demeanor with outstanding client service skills
* Previous direct experience working within the practice of a public accounting firm
* 3 to 5 years of experience in product management, marketing, or communications (CPG experienced is preferred)
* Demonstrated expertise in engagement across social platforms
* Verbal and written communication skills must be top notch
* Global perspective and sensitivity to international recruiting practices culturally aware and able to operate effectively across multiple geographic boundaries