Downloaded from <https://www.velvetjobs.com/job-descriptions/associate-acquisition>

# Example of Associate, Acquisition Job Description

Our company is growing rapidly and is hiring for an 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

* Prepare presentations for senior management and external stakeholders
* Collect and organize interview feedback, reference check forms and related interview phase forms
* Fully manage the offer approval process, which includes researching and cross-checking multiple systems for data and maintaining consistent follow-up with approval team
* Initiate the pre-hire on-boarding which includes gaining signatures on offer letter and related to new hire documents, running background checks and ultimately clearing the new hire for Day 1
* Track detailed candidate and new hire data for each assigned recruiter, to ensure their hiring managers have the most up to date information
* Update ATS (Taleo) with pertinent new hire and requisition data, aligning assigned recruiters for success with updated requisition loads
* Assist with data projects and research to support our business partners and hiring managers
* Partner with external vendors to ensure service level agreements are met
* Exhibit considerable discretion regarding sensitive and/or confidential information
* Document new recruiting processes and revises existing ones as changes occur

## Qualifications for associate, acquisition

* Conduct reference checks and background checks for employees who have accepted offers
* Work with third party agencies as required
* Occasionally coordinate travel for candidates as needed
* Availability for a small amount of local travel on an as-needed basis (for career fairs)
* Generating recruitment reports including operational metrics
* Initiates drug and background process