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# Example of Consultant, Acquisition Job Description

Our growing company is searching for experienced candidates for the position of consultant, acquisition. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for consultant, acquisition

* Build a sourcing strategy for each assignment, including the budgetary [time or funding] requirements to produce the desired results
* Proactively and continuously utilizes effective sourcing strategies (passive and non-passive) in an effort to build a network of high quality, diverse candidates for current and future openings
* Partners with the sourcing team on drafting necessary language to translate business needs into specific requirements for contract-related documents, Statements of Work (SOW), Letters of Authorization (LOAs), Requests for Proposals (RFPs), This also includes leading the team to reach consensus, meet milestones and complete contracting by business partner required dates
* Shall support the generation and/or review of evaluation criteria and the standards by which they will be measured for inclusion in the Source Selection Plan and assist in the facilitation of consensus on those criteria among the customer's team members
* Shall assess customer training requirements and develop acquisition training plans
* Shall coordinate with the acquisition Contracting Officer for the receipt and evaluation of proposals
* Shall coordinate with AWAN administrators to initiate a standard Decision Point (DP) or Broad Agency Announcement (BAA) database for individual efforts
* Maintains relationships with hiring managers within a business segment, program, and/or project
* Drives the end-to-end recruiting process for business segment, program, and/or project
* Be knowledgeable about our HP business competitors and industry trends

## Qualifications for consultant, acquisition

* Strong prospecting, cold calling, networking, and relationship building skill
* Must be comfortable working in geographically dispersed team
* Dependable, ethical, committed, honest
* Reviews and executes legal documents
* Diverse product knowledge of Benefits Offerings
* Proven success in building credibility with hiring managers and utilizing external talent market knowledge to consult with and influence their own talent strategy