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# Example of Executive Acquisition Job Description

Our innovative and growing company is hiring for an executive 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 executive acquisition

* Develop, create and oversee a network of industry contacts, association memberships, and trade groups
* Develop, create and maintain independent contractor agreement tracking and reporting systems
* Network to build long-lasting Center of Influence Relationships (any entity that will promote the business/advisor sourcing)
* Manage, oversee and develop direct reports for lead sourcing, appointment setting and calendar management
* Create and oversee process in Complex for reviewing, evaluating and ultimately recommending advisor contracts for approval
* Execute on research projects as needed to gather data around competition and market conditions or trends that may impact our talent decisions
* Provide administrative support throughout process including data entry into CRM (TargetRecruit) and management of candidate flow in ATS (Workday), booking travel, purchase of meals, making reservations
* Establish and build collegiate partnerships with all VGSP stakeholders, majorly the hiring managers from Finance, Procurement, HR, Compliance, Legal and IT You will also be in touch with the external stakeholders creative agency and university placement offices
* Develop a firm understanding of VGSP’s recruitment lifecycle and process and the employer branding initiatives and projects that help increase awareness of the organization
* Familiarize yourself with our recruitment tool, Lever and actively manage open vacancies across your portfolio (L1 & L2 positions), by establishing sourcing and attraction strategies in collaboration with the Head of Talent Acquisition & Employer Branding

## Qualifications for executive acquisition

* Has strong operational and problem solving skills in order to identify opportunities within the business and provide recommendations to speed up expansion process
* Owns the account relationship and is responsible for meeting revenue objectives
* Extensive field sales experience in the corporate / government sectors
* Expertise in development of recruiting processes, procedures, and creative sourcing strategies, the implementation and management of talent acquisition systems
* 1+ Years as an executive assistant
* Must possess strong oral and written communications skills critical thinking