



# Example of Acquisition Manager Job Description

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Our innovative and growing company is looking for an acquisition manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for acquisition manager

- Manage day-to-day relationships with distributor counterparts and keep track of their incoming submissions
  - Support senior buyers with a strong command of deal details throughout the different phases of negotiations
  - Establish and maintain high-level, working familiarity with Acquisitions deal history - pricing, terms and content
  - Assist in the resolution of contract discrepancies relating to acquired or licensed content and steer post-execution maintenance of upcoming/future notifications, deadlines and contractual triggers
  - If workload permits, assist executives with day-to-day administration and delivery issues for digital sales and content monetization deals
  - Build and/or maintain databases (which also creates reports) as repositories for competitive/dynamic marketplace information
  - Reports should include available product from distributors and an arsenal of information which allows deal negotiators to secure the best product at appropriate prices
  - Maintain monthly and quarterly reports that track Turner acquisitions, Turner distributed content, and provide key insights into competitive acquisition practices on television series and feature films
  - Reports include the analysis of trends in purchasing for on-air exhibitions and exposure in other forms of media
  - Prepare reports and PowerPoint decks as needed, utilizing methodology and design, for both internal and external audiences
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- Highly proficient in Excel (pivot tables, graphs, formulas, ), and SQL a plus
- Assist in the intern selection process
- Utilize in-house research tools to create compelling sales stories or acquisition deal analysis
- Support departmental initiatives, undertake special projects and other duties as assigned, which might include coordination of events for network business resource groups in collaboration with human resources
- A four-year/undergraduate degree is required - degree in film, journalism, or communications preferred
- Demonstrate attention to detail in previous positions