



Example of Acquisition Support Job Description

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Our innovative and growing company is looking to fill the role of acquisition support. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for acquisition support

- Provide support in the creation of any relevant documentation and material for recruitment projects purposes, such as PowerPoint presentations, Excel files
- Maintain a relationship with internal payables department and vendor billing departments to ensure payment, invoicing requirements, back-up, for properly processing
- Maintains a summary of vendor expenses and compare against budget
- Provide Financial Management
- Handle all transactions/administrative work related to the TA (Talent Acquisition) activity within the EMEA region various other EMEA HRSSC specific tasks, as per the regional needs and requirements
- Maintain communication with external recruitment providers (head-hunters)
- Collect data and information related to TA activity from all countries within the EMEA region, as per business needs or requests
- Provide to region and corporate management any regular TA related reports, data and analysis related to the TA activity within all countries on EMEA region
- Review and scrutinize uploaded information to the secure M&A virtual data room for each respective divestiture deal, which includes validating documents and tracking files/responses from business teams, thus ensuring the process of M&A requirements are met for CSO
- Help in the development of TSA services schedule with buyer to ensure divesting business has necessary support post deal closing, that CSO is fairly

Qualifications for acquisition support

- Bachelor's degree with 9+ years of experience or equivalent relevant experience Experience working in the Intelligence Community
- Escalate issues to appropriate stakeholders
- Six years or more experience within a Program Management Office within the IC, planning or facilitating cross organizational forums
- Prefer Knowledge and understanding of HRIS systems and the complexity of the data structures
- Ability to operate successfully in an evolving and complex environment
- Military experience may be substituted in lieu of education and/or experienceability to collaborate and contribute to a team environment