



Alta Resource Technologies, Inc.

Contracts Administrator

Location: Boulder, CO

Reports To: Supply Chain Manager

About Us

Alta is reinventing how the world sources critical minerals — using protein-based chemistry to extract rare earth elements and other essential materials from challenging feedstocks with unmatched selectivity. By dramatically reducing the cost and environmental impact of mineral separation, Alta is making it possible to unlock new sources of supply for 21st-century technologies. As global demand accelerates, securing these materials has become one of the most urgent challenges facing U.S. competitiveness and national security. Backed by top investors and government partners, Alta is growing fast and hiring mission-driven scientists and engineers to help us scale our platform and transform the future of mining.

Role Summary

Alta is seeking a proactive Contracts Administrator to manage both government and commercial contracts across the full lifecycle, from opportunity identification through contract closeout. This individual contributor role blends contract administration, compliance, and business development support. You will help build pipelines of funding and contracting opportunities, standardize proposal and contract workflows, and ensure compliance with federal regulations (FAR/DFARS, ITAR/EAR) as well as commercial contract requirements. There will also be opportunities to support supply chain and subcontract needs as part of program execution.

Key Responsibilities

- Prepare, negotiate, and administer government and commercial contracts in accordance with FAR/DFARS, ITAR/EAR, applicable regulations, and company policy.
 - Serve as the primary point of contact for contracting matters with government contracting officers (COs), administrative contracting officers (ACOs), and commercial customers.
 - Maintain compliant contract files, ensure timely contract modifications and funding actions, support external audits and manage post-award deliverables, renewals, and reporting workflows.
 - Support proposal development by performing contract risk assessments, reviewing terms and conditions, providing pricing and compliance guidance, and drafting proposal cost volumes aligned with solicitation requirements.
 - Develop standardized proposal tools including cost estimation templates, compliance checklists, and submission workflows.
 - Oversee opportunity prioritization frameworks, documented funding/contracting pipelines, and standardized B&P gate processes.
 - Advise program managers and business development teams on contractual obligations, change management, performance risks, and closeout requirements, including final invoicing and property disposition.
 - Potential 10-20% for customers and suppliers
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Required Qualifications

- Bachelor's degree in Business, Finance, Government, or related field.
 - 4+ years of government and/or commercial contract administration experience.
 - Working knowledge of FAR, DFARS, and other acquisition regulations; commercial contracting experience.
 - Strong organizational, administrative, analytical, negotiation, and interpersonal skills.
 - U.S. Citizenship and ability to obtain a security clearance.
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Preferred Qualifications

- NCMA certification (CPCM, CFCM, or CCCM).
 - Experience with complex contract types (CPFF, T&M, FFP, IDIQ, OTA).
 - Understanding of export control regulations (ITAR/EAR).
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Compensation & Benefits

The starting pay range for this position is \$100,000 - \$140,000, commensurate with educational background and work experience.

Benefits include:

- 401(K)
 - Medical, Dental, Vision plans (or equivalent)
 - Flexible Time Off
 - Paid Parental Leave
 - Paid Sick Leave
 - Company Holidays
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EOE

At Alta, we are committed to diversity and inclusion. As an equal opportunity employer, all qualified candidates will be considered for employment without regard to race, color, creed, religion, age, sex or gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity or gender expression, sexual orientation, marital status, national origin, ancestry, citizenship status, military service or veteran status, physical or mental disability, or any other legally protected characteristic. Alta participates in e-Verify for all positions.

If you have a disability or special need that requires accommodation at any point in the hiring process, please let your recruiter know.

How to Apply

To apply, please email your resume and a cover letter (see below) to talent@altatech.io.

Include your name and the job title in the subject line (i.e., [Your Name] – [Job Title]).

All applications **must include** a one-page cover letter. The cover letter should clearly state your interest in the position and our company, outline 2–3 specific technical skills or accomplishments relevant to the role, and demonstrate how your experience aligns with our mission and technology platform. We expect concrete examples that illustrate measurable impact and collaborative problem-solving in technology development. Applications submitted without a cover letter will not be considered.