



Alta Resource Technologies, Inc.

Head of People

Location: Boulder, CO

Reports To: CEO in interim; CFO when onboarded

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 talented Head of People to join our growing team. This role will support full-cycle people operations and talent acquisition for our technical and non-technical teams, ensuring compliance, scalable HR processes, a positive employee experience across the organization, and will be a key contributor to our management processes.

This role requires a passion for developing people and process. A successful candidate will be focused on getting things done now and building systems for the future. The dual mission is ensuring that Alta's employees have the support and guidance that they need to flourish and that we can identify the new candidates that will help us take the next step. This requires a candidate excited by working in a fast-paced environment, is excited to be hands-on, that embraces change as an opportunity and who leads with empathy as we build this company. Success in this role means being a leader and a partner who strengthens the team through communication, ownership and action. This role is on-site in Boulder, CO.

Key Responsibilities

Full-Cycle Talent Acquisition

- Own full-cycle recruiting for technical and non-technical roles
- Partner closely with the leadership team and hiring Managers on:
 - Role definition
 - Hiring priorities
 - Interview process design
- Partner with hiring managers to understand workforce needs, role requirements, and hiring priorities
- Develop job descriptions and hiring strategies aligned with business objectives
- Coordinate interviews and ensure a consistent, professional candidate experience
- Manage relationships with external recruiters and hiring platforms as needed
- Track recruiting metrics and continuously improve hiring processes
- Own interview process design and candidate experience consistency

HR Foundations & Administration

- Manage day-to-day HR operations across the employee lifecycle, including onboarding, employee relations, performance management, and offboarding
- Develop, maintain, and administer HR policies, procedures, and the employee handbook in compliance with applicable employment laws
- Serve as the primary point of contact for employee inquiries related to HR policies, programs, and benefits
- Support manager effectiveness in a first-time-manager-heavy org

Employee Relations & Performance Management

- Advise managers on employee relations matters, performance issues, investigations, and corrective action
- Support performance review cycles, goal-setting, and development planning
- Address and resolve employee concerns with professionalism, confidentiality, and sound judgment

Compensation, Benefits & Compliance

- Administer compensation processes, benefits enrollment, and leave management

- Ensure compliance with federal, state, and local employment laws and regulations (including remote-employee locations)
- Maintain accurate, complete, and confidential employee records

Systems & Scale Readiness

- Manage PEO, HRIS, ATS, and related systems to ensure data accuracy and operational efficiency
 - Prepare HR and recruiting reports and metrics for leadership review
 - Identify and implement process improvements to support scalability and consistency
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Required Qualifications

- 8-10 years of progressive Human Resources experience, including full-cycle talent acquisition
 - Strong knowledge of employment laws, HR compliance, and recruiting best practices
 - Experience partnering with hiring managers and senior leadership across departments
 - Excellent organizational, communication, and stakeholder management skills
 - Ability to manage competing priorities in a fast-paced environment
 - Sound judgment and discretion
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Preferred Qualifications

- B.A. in Human Resources, Business Administration, or a related field
 - Experience in a startup or high-growth organization
 - HR certification (PHR, SHRM-CP, or equivalent)
 - Experience with PEO, HRIS, and ATS platforms
 - Strong understanding of technical leveling frameworks and IC career paths
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Compensation & Benefits

The starting pay range for this position is \$110,000 -120,000, 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.