

## Job Description

**Requisition ID#:** REQ1023

**Job Title:** Contracting Specialist

**Division/Departments:** Externally Funded Research (EFR) & Business Development

**Location:** Fully Remote

**Reports to:** EFR Director

**FLSA Status:** Exempt

**Type of position:** Full-Time

### Job Summary:

At Rogue Space Systems, we count on our team to solve complex business problems with creativity and passion, always looking to learn something new. Our Contracting Specialist will join us in this mission, with a focus on streamlining existing and developing new contract management flow. This role will help ensure that the Rogue team has complete, comprehensive, and timely contracting with government, industry, and academic institutions, ensuring that we can build and deliver the next generation of space technology.

### Technical Skills and Responsibilities:

- Complete, maintain, and update as necessary all government contracts.
- Prepare contractual agreements with subcontractors using current research methods and a knowledge of Rogue's needs and the subcontractors' ability to fulfill its requirements.
- Review government contract terms and conditions to verify that Rogue is in compliance with requirements stated in the contract.
- Prepare all required government forms, submit to proper authority, and document submissions.
- Work with Legal, PM, and BD to negotiate, modify, execute, and keep configuration control on all service contracts with our customers.
- Work with legal team to ensure that the terms of contractual agreements are written in language that is legally binding.
- Ensure all partners and subcontractors have a current, bilaterally signed NDA prior to engagement. Update Rogue teams with state of NDAs.
- Adhere to company naming and filing conventions thereby ensuring seamless integration of work within and across departments.
- Become familiar and stay current with Rogue cybersecurity measures. Complete ongoing training as required.
- Prepare documentation and reports to a high standard for all phases of the work effort.
- Other duties at the discretion of the manager.

### Interpersonal Skills and Responsibilities:

- Must be interested in, and excited by the prospect of working as part of a space start up.
- Must be unreserved and willing to be the contributing subject-matter expert on a multi-disciplinary team for the skills listed in the technical requirements.
- Must be able to work both alone and unsupervised, and be engaged with team discussions; unafraid to ask "dumb questions" when clarification is needed, and willing to support others on the team to ensure success
- Must be focused on the lasting impacts of their work performed.
- Must be driven.
- Must be willing to put ideas above self; no egos but speak truth to power.
- Must be humble and compassionate.
- Must be naturally curious, interested in learning, and willing to seek the truth over biases and assumptions.

**General Skills and Responsibilities:**

- Able to communicate well in person, over video conference, and in writing.
- Must be legally able to receive Export Controlled documents (US Citizen or Green Card holder).
- Attention to details AND flexibility.
- Familiarity with Microsoft Office Applications.
- Able to properly estimate delivery times of project milestones; and then manage time meet the stated deadlines.
- Able to document technical proposals, produce flow-charts, slide-decks, and other technical documents that explain technical subject matter topics clearly to non-technical readers.
- Able to teach and promote best practices and knowledge in areas of your expertise to other disciplines internally.

**Education and Experience:**

- 2+ years legal or paralegal experience, preferably in government contracting
- At least 2 years of relevant government contracting experience preferred
- Knowledge of current and legally-binding contractual language and terminology
- Excellent interpersonal and communication skills, including an impeccable master of the English language
- Willingness to work virtually

**Additional Eligibility Requirements:**

- Background checks will be required of all candidates being considered.
- Certain positions may require the ability to obtain Government Security Clearance.

**Working Environment and Physical Demands**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Travel Required:** Minimal

*Rogue Space Systems Corporation provides equal employment opportunity to all applicants and employees. No person is to be discriminated against in any aspect of the employment relationship due to race, religion, color, sex, age, national origin, disability, citizenship status, marital status, veteran status, or any other reason prohibited by law.*