



## Project Services Coordinator

### OUR COMPANY:

Denison Mines Corp. ("Denison") is a uranium exploration and development company with interests focused in the Athabasca Basin region of northern Saskatchewan. Denison is also engaged mine care and maintenance and environmental services through its Denison Environmental Services division and is the manager of Uranium Participation Corp., a publicly traded company which invests in uranium oxide and uranium hexafluoride.

On September 24, 2018 Denison announced the Prefeasibility Study (PFS) for the Wheeler River Project. The PFS incorporates new and innovative approaches to mining in the Athabasca Basin by adoption of In-situ Recovery (ISR) techniques for the high-grade Phoenix uranium deposit. The selection of ISR mining for the Phoenix deposit is a potentially defining moment for Denison as we work to bring the world's lowest cost uranium mining method to the jurisdiction hosting the world's highest-grade uranium deposits. The result is a truly exciting project that has the potential to be the lowest cost uranium mining operation in the world and one of the most environmentally friendly mining operations globally.

Denison is building the Wheeler project development team and is looking to attract top candidates who want to be a part of our ambitious development story.

### THE ROLE:

The **Project Services Coordinator** will provide technical support to the project team as the Wheeler River Project advances through the next phases of project development. The primary role of the Project Services Coordinator is to work closely with the Project Manager to ensure that all budgeting, scheduling and coordination processes run smoothly. You will monitor the progress of the Wheeler River project to ensure that it is working within the confines of set deadlines and budget limitations and generate progress reports. The work will include aspects of monthly & quarterly cost forecasting & control, contract administration, schedule management, data management, and support to the project development team. This position will report to the Vice-President, Operations.

***This role will be based in Saskatoon, Saskatchewan. This role is being offered as a full-time position. All applicants must be eligible to work in Canada. Denison offers a competitive compensation and Benefits Package, including Health and Dental coverage, Life insurance, Employee Assistance program, Bonus program and a Retirement Savings plan.***

### OUR IDEAL CANDIDATE:

You are a self-starter and creative problem solver. While you have strong technical skills in your area of expertise, you are capable in accounting, scheduling and can think holistically about project planning and project execution. You are logical, pragmatic and thorough while also being flexible and innovative. You are a well-rounded candidate with good organizational skills, a strong sense of responsibility and demonstrated ability to work in a team environment. In addition, you have:

- A post-secondary degree in a field relating to commerce, business, engineering, construction management or project management from a recognized post-secondary institution.
- A minimum of 3-5 years of relevant work experience (e.g., in resource industry or industrial construction industry); experience in the uranium industry is highly desired.
- A commitment to Health and Safety in the workplace.
- An understanding of project controls and project execution processes including:
  - "Front-End-Loading" process for project development and "Stage Gate Review" process.
  - Project accounting (invoicing, accounts receivable, accounts payable, accruals)
  - Contract management for all types of project delivery contracts (consultants, materials supply, site contractors, secondments)

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- Proficiency with Microsoft Word and Excel is mandatory. Hands-on experience with Microsoft Project would be considered an asset.
- Experience with Great Plains business accounting software or other similar software would be considered an asset.
- Membership or Membership Eligibility to the American Association of Cost Engineers (AACE) or Project Management Institute (PMI) would be an asset.
- Ability to interact successfully with all levels of staff, contractors and vendors.
- Excellent communication skills including the ability to write clear and concise reports and to present information in an understandable format.

### YOUR RESPONSIBILITIES:

- Liaise and coordinate with contractors and the project team to complete monthly project accounting reports along with quarterly & annual forecasting.
- Manage project progress data and report on cost performance and schedule performance to baselines. Compare percentage completion to date and costs for each work section to predict potential cost over runs and/or under runs as applicable.
- Provide support to the project development team in developing Requests for Proposals and Proposal Evaluations.
- Provide contract administration including but not limited to tender documentation, request for proposal, addendums, bid opening, evaluation, awards, meetings, change management, financial reporting and closeout.
- Provide support to the project development team during the execution of contracts with respect to invoicing, accruals, contract terms and conditions. Review invoicing for conformance to contracts.
- Maintain the project schedule on a monthly basis; coordinating with all project team members, Make schedule forecasts to foresee problem areas on the schedule and notify management when these situations arise especially when they affect the critical path.
- Break schedule down into shorter terms for easier management and tracking (example: 100 day look ahead).
- Maintain and enforce the project change management system.
- Maintain the project risk register.
- Improve upon existing templates for all aspects of project management and contract administration.
- Assist in drafting the Wheeler River Project economic evaluations.

***Interested applicants should submit their resume with cover letter to [jobs.sk@denisonmines.com](mailto:jobs.sk@denisonmines.com). All applicants must be eligible to work in Canada. Please include the job title for which you are applying in the subject line of your email application. We thank all applicants for their interest; however, only those candidates selected for interviews will be contacted.***