



Employment Opportunity in Villebois, Quebec On-Site Administrator

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 in mine decommissioning and environmental services through its Closed Mines division and is the manager of Uranium Participation Corp., a publicly traded company which invests in uranium oxide and uranium hexafluoride.

Denison's Closed Mine Division, a division of Denison Mines Inc. (DMI), is a trusted industry leader in care and maintenance of closed mines, mine closure planning, and mine decommissioning & rehabilitation. The main office for the Closed Mine Division is located in Elliot Lake, ON, with satellite offices in Whitehorse, YT, and, Villebois, QC, and has a proven team of experienced project professionals.

THE ROLE:

We are seeking an **On-Site Administrator (Bilingual)** for the Selbaie Closed Mine Site (the “site”); a former copper-zinc mine located north of La Sarre, QC. The On-Site Administrator is responsible to support the efficient operations of the site by performing site administrative requirements, including various office management and clerical functions, and acting as a central point of contact for on-site communications. In this role you will report to the Operations Superintendent.

This role will be based at the Selbaie Closed Mine Site in Quebec. This role is being offered as a full-time position for the project working four (4) days per week at the site. Requirement to travel to and from site each work day (approx. 3.0 hours round trip) with crew in company vehicle.

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:

- Bilingual, with fluency in both written and spoken French and English is required;
- Valid (clean) drivers' license that allows you to drive in the province of Quebec;
- Undergraduate degree or diploma with a focus on Business or Office administration is preferred;
- Proven experience as an administrator;
- Experienced with Microsoft Office Suite; and
- Strong communication, organizational, and time management skills.

YOUR RESPONSIBILITIES:

- Primary responsibility for overall organization of the site office, maintenance of filing systems and performance of miscellaneous clerical functions to support operations personnel;
- Attend and record minutes, including action items, for monthly and weekly operation meetings with Site Operations personnel and Client representatives;
- Maintain documentation and action item status in the FLEX system, for site safety key performance requirements including Take Time Talks (TTT), Plant Task Observations (PTO) and Critical Control Observations (CCO);
- Assist Operations Personnel in the preparation, editing, distribution and filing of completed Job Risk Assessment (JRA) documentation;

On-Site Administrator

- Prepare purchase requisition documentation for materials and services required for the site, including obtaining competitive quotes, coordinating internal approvals and acting as main point of contact for supplier queries;
- Answer all incoming calls to the Gatehouse phone, act as first point of communication and direct incoming calls to appropriate personnel;
- Monitor and control access to the site by overseeing the sign in/sign out of all persons (including employees, contractors and visitors) at the site using the existing administrative system, and any future sign in/sign out systems;
- Provide first line communications contact (regular radio contact) with field personnel, and maintains all related records;
- Support the delivery of site orientations to contractors and ensure copies of license and any other required documents are obtained prior to allowing contractors to perform work on site;
- Understand the site layout in order to support responders in locating persons in need at the site or other site emergencies;
- Administer electronic (Sharepoint) and hard copy filing systems for retention of all key site operating records (for example, purchase orders, safety reports, calibration and maintenance records, inspection reports, permits, etc.), and
- Assist in maintenance/updating of operating documents including report forms, registries and procedure documents.

Interested applicants should submit their resume with cover letter to jobs@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.