

## Document Controller

Denison is redefining mining by **Powering People, Partnerships and Passion**. We are trailblazers in uranium mining, adopting an innovative climate positive approach to mining by deploying ISR methods and building durable partnerships with Indigenous groups in northern Saskatchewan. As a *Certified™ Great Place to Work®*, our success is fuelled by empowering employees with engaging work, unique development opportunities, and lucrative rewards – resulting in an exceptionally talented, diverse, and motivated team throughout all levels of the organization. Flexible and agile thinking ensures our workplace is one where talent thrives, innovation flourishes, and people have fun leveraging their passions to create powerful partnerships and positive results.



### THE ROLE:

The **Document Controller** supports corporate oversight of document control processes by tracking, validating, and maintaining project documentation. This role focuses on reviewing EPCM document submissions for accuracy and compliance, ensuring proper version control, and facilitating timely distribution of controlled documents to stakeholders. This position helps maintain audit-ready documentation throughout the project lifecycle.

### OUR IDEAL CANDIDATE:

- Diploma or Certificate in Business Administration, Records Management, or a related field
- 2+ years of experience, 1+ Mining Project Assignments
- Strong organizational and time management skills.
- Attention to detail and accuracy in document handling.
- Familiarity with document management platforms (SharePoint).
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Ability to collaborate effectively with internal and external teams.
- Maintain audit-ready documentation throughout the project lifecycle.
- Accurate and timely tracking of project documentation,

### YOUR RESPONSIBILITIES:

- Track and log all incoming and outgoing documents in approved document control systems.
- Validate EPCM document submissions for completeness, accuracy and compliance with document control and governance standards.
- Ensure proper metadata, version control, and document status updates.
- Assist in audits and regulatory checks by maintaining accurate records.
- Support timely distribution of controlled documents to internal stakeholders.
- Assist in maintaining updated document registers and transmittals.

### TO APPLY:

To submit your resume and cover letter, please **EMAIL: [jobs@denisonmines.com](mailto:jobs@denisonmines.com)**

*We appreciate the interest of all applicants; however, only those selected for interviews will be contacted.*

*All applicants must be eligible to work in Canada. Denison offers a competitive compensation and benefits package, including health and dental coverage, and a retirement savings plan.*

**OUR COMMITMENT:**

Denison is dedicated to creating employment opportunities for Indigenous individuals and residents of the communities in which we operate. We encourage Indigenous applicants and those from these communities to apply and to voluntarily provide relevant information in their application. Preference will be given to qualified Indigenous candidates.

At Denison, we place a high value on diversity of backgrounds and experience. We strive to create an inclusive workforce that reflects a wide range of cultures, backgrounds, and viewpoints. Our team members are empowered to excel based on their personal merit, qualifications, experience, ability, and job performance. Reasonable accommodation during the hiring process is available upon request.

**OUR COMPANY:**

Denison Mines is a publicly traded company and a Certified Great Place to Work® with a 70-year legacy of uranium mining, exploration, and development in Canada. The company has an effective 95% interest in its flagship Wheeler River Project, which is the largest undeveloped uranium project in the eastern portion of the prolific Athabasca Basin region of northern Saskatchewan. Denison also owns interests in the McClean Lake uranium mines and mill, the Midwest project and the Waterbury Lake project. Collectively, Denison has a project portfolio covering ~385,000 hectares in northern Saskatchewan. For more information visit our website at [www.denisonmines.com](http://www.denisonmines.com).