

**About NexGen Energy:**

NexGen Energy Ltd. (“NexGen” or the “Company”) is a development-stage company with a portfolio of high-impact uranium projects in the Athabasca Basin, Saskatchewan which includes the 100%-owned Rook I Project (the “Project”), home of the Arrow Deposit. The Arrow Deposit is the largest to-be developed uranium project in Canada that is capable of becoming the world’s largest and lowest cost uranium mine. Developing the Arrow Deposit will deliver outstanding long-term economic and social benefits to the people of Saskatchewan and Canada while restoring Canada as a global leader in the delivery of clean energy fuel.

NexGen is focused on optimally delivering the Project and is committed to elite standards in everything in all aspects of the business including the environment, communities and economics. The Company is implementing the innovative design elements which will set the new global standard for environmental mine management and social well-being.

Currently, the Company is rapidly and sustainably developing the Rook I Project through the advancement of the Rook I Feasibility Study (“FS”), Environmental Assessment (“EA”), Initial Licence Application and through ongoing engagement with Indigenous communities.

NexGen is comprised of a dynamic workforce with an agile approach to a fluid business environment, where the Company values non-conventional thinking combined with entrepreneurial drive. The Company consists of experienced uranium industry professionals with expertise in exploration, corporate finance, permitting, mine development, and operation who are committed to optimizing the development of Arrow to create a generational organization.

The Company’s primary Operations Office is in Saskatoon, Canada with a corporate satellite office in Vancouver, Canada. The Company is listed on both the Toronto Stock Exchange and the New York Stock Exchange.

**Role Overview:****Document Control Specialist:**

The Document Control Specialist will be accountable for top quality, timely, and cost-effective document and records management, and support of the Project Team with all administrative requests. Reporting to the Director, Project Controls, the Document Control Specialists will be responsible for storing, managing, and maintaining company documents, while ensuring the accuracy and quality of them.

This role includes tasks such as processing documents for revision and approval, organizing documents from conception to distribution and filing, and creating systems which can then be used to train staff on document control processes.

**Position Responsibilities (including but not limited to):**

- Develop and implement processes related to document control and management
- Checking quality of documents
- Monitoring processes
- Performing advanced level word formatting and editing of project documents
- Setting up project filing systems
- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence
- Input document data into the standard registers ensuring that the information is accurate and up to date
- Generate various document control reports as required
- Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable
- Maintain updated records of all approved documents and drawings and their distribution clearly
- Maintain the files and control logs as required by the project.

**Education & Experience:**

- Records Management Diploma, Library Technician, Information Management, Office Administration Diploma or equivalent
- Minimum of 3 years' experience of related experience, preferred experience in an engineering/construction project environment
- Extensive knowledge of records/information management principles
- Excellent organizational, planning, interpersonal, and communication skills (verbal and written), and ability to maintain a high degree of confidentiality
- Extensive word processing and knowledge of Microsoft Office (MS Word, Excel, etc.), and Adobe
- Considerable experience working with and understanding drawings and drawing management
- Exposure to document control requirements as it relates to ISO standards such as 14001 and 18001 is considered an asset
- Working knowledge with Records Management software (e.g. Versatile Enterprise, Aconex, ProjectWise, etc.), including advanced knowledge of MS SharePoint.
- Broad understanding of the mining sector and the business environment is considered an asset.

## **Core Competencies:**

**Communication-** Communicates with impact to inform, persuade, coach and inspire. Effectively builds rapport and appropriately delivers information in a timely, well organized, thoughtful and engaging manner so it is understood using speech or in writing. Communicates in an open, candid and consistent manner.

**Team Effectiveness-** Works collaboratively across-functional teams that embraces unique talents and diverse perspectives to achieve common goals. Actively participates as a prepared team member, demonstrating flexibility and respect for different workstyles. Pro-active approach to building relationships.

**Work Management-** Plans, manages, and follows through to ensure the flow and timely completion of activities that deliver successful work results. Maintains quality and safety standards to ensure work is completed according to standards. Demonstrates flexibility and adaptability.

**Personal Accountability-** Takes responsibility for own actions and outcomes. Maintains effective work behaviour in the face of setbacks or pressure; remains calm, stable, and in control of emotions; and, bounces back from disappointment. Willing to take the right stand, not necessarily the popular position.

**Analytical/Critical Thinking-** Identifies underlying issues in complex situations. Makes sense of ambiguous or confusing situations. Able to easily explain complex ideas. Provides clear and useful explanations. Provides decision-makers with information required to make decisions. Builds a logical approach to problem solving and anticipates possible consequences of decisions. Uses creative, conceptual and/or inductive reasoning

**Functional & Technical Skills-** Applies specialized knowledge in own area of expertise and openly shares information, knowledge and expertise with others.

## **Location**

This position will be based in the Saskatoon office.

## **How to Apply**

To apply, please submit your cover letter and resume by email to [hr@nxe-energy.ca](mailto:hr@nxe-energy.ca). Please include **Document Control Specialist** in the subject line. We thank all applicants for their interest in NexGen. NexGen is an equal opportunity employer.