

Corporate Legal Assistant

THE ROLE:

Reporting to the Vice President Legal, the **Corporate Legal Assistant** will perform a variety of legal administrative and record/file management duties. The Corporate Legal Assistant has the ability to work independently and manage multiple priorities.

OUR IDEAL CANDIDATE:

You are a service-oriented and results-focused professional who puts people first and contributes to a great place to work. You bring a strong work ethic, sense of responsibility, exceptional attention to detail, strong organizational skills, problem-solving initiative, and is comfortable working within a team. Additional qualifications and attributes include:

- 2-3 years of office / administrative experience and/or completion of Legal Assistant diploma
- Knowledge of basic legal concepts, principles, and terminology.
- Experience in corporate and/or securities matters preferred.
- Highly organized and detail oriented and has the ability to maintain discretion and strict confidentiality.
- Service-oriented, with excellent people skills to work collaboratively with cross-functional teams.
- Strong follow-up skills and ability to work independently.
- Excellent communication skills, both written and oral.
- Proficient in multitasking and time management in a fast-paced environment.
- Highly proficient in MS Office and must be willing to learn new software and job-specific technical programs.
- Legal authorization to work in Canada required.

YOUR RESPONSIBILITIES:

- Provide legal and general administrative support for various matters.
- Ensure precise drafting, proofreading, and formatting of contracts, request for proposals, meeting minutes, legal correspondence and other legal and general documents.
- Perform general corporate maintenance activities, including but not limited to maintaining corporate and extra-provincial registrations.
- Maintain and update corporate records, including minute books and material contracts.
- Manage physical and electronic document filing systems.
- Assist with the preparation of corporate and closing documents for financings and acquisitions.
- Assist with conducting corporate due diligence.
- Perform other duties as assigned.

The role is being offered as a **fulltime position** based in Denison's office in **Saskatoon, Saskatchewan**, on a **Monday-Friday** schedule.

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 COMMITMENT:

Denison is committed to providing employment opportunities for Indigenous people and members of the communities near where we operate and encourage applicants who are Indigenous and / or residents of those communities to apply and to voluntarily self-identify the appropriate information in their application details.

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 accommodations during the hiring process are available upon request. Applicants for this role must be eligible to work in Canada.

TO APPLY:

To submit your resume and cover letter, choose one of the following methods:

SCAN	CLICK	EMAIL
	Denison Mines-Corporate Legal Assistant	jobs.sk@denisonmines.com
<p><i>We thank all applicants for their interest, however only candidates selected for interviews will be contacted.</i></p>		

OUR COMPANY:

Denison is a uranium exploration and development company listed on the NYSE American and TSX stock exchanges with interests focused in the Athabasca Basin region of northern Saskatchewan, Canada. The Company has an effective 95% interest in its flagship Wheeler River Uranium Project, which is the largest undeveloped uranium project in the infrastructure rich eastern portion of the Athabasca Basin region of northern Saskatchewan. In mid-2023, a Feasibility Study was completed for Wheeler River's Phoenix deposit as an ISR mining operation, and an update to the previously prepared PFS was completed for Wheeler River's Gryphon deposit as a conventional underground mining operation. Based on the respective studies, both deposits have the potential to be competitive with the lowest cost uranium mining operations in the world. Permitting efforts for the planned Phoenix ISR operation commenced in 2019 and have advanced significantly, with licensing in progress and a draft Environmental Impact Statement ('EIS') submitted for regulator and public review October 2022.

Denison's interests in Saskatchewan also include a 22.5% ownership interest in the McClean Lake Joint Venture ('MLJV'), which includes several uranium deposits and the McClean Lake uranium mill, which is contracted to process the ore from the Cigar Lake mine under a toll milling agreement, plus a 25.17% interest in the Midwest Main and Midwest A deposits and a 69.35% interest in the Tthe Heldeth Túé ('THT,' formerly J Zone) and Huskie deposits on the Waterbury Lake property. The Midwest Main, Midwest A, THT and Huskie deposits are located within 20 kilometers of the McClean Lake mill. Taken together, the Company has direct ownership interests in properties covering ~385,000 hectares in the Athabasca Basin region.

Through its 50% ownership of Japan (Canada) Exploration Company, Ltd ('JCU'), Denison holds additional interests in various uranium project joint ventures in Canada, including the Millennium project (JCU, 30.099%), the Kiggavik project (JCU, 33.8118%) and Christie Lake (JCU, 34.4508%).

Visit our website at www.denisonmines.com for more information.