

## COMPANY

NexGen Energy Ltd. is a Canadian based development company with a portfolio of highly prospective uranium properties in the southwestern Athabasca Basin, Saskatchewan, including the 100% owned Rook I Project, home of the Arrow Deposit (Arrow).

Arrow is the largest uranium development project in Canada and is capable of becoming the world's largest and lowest cost uranium mine that will be delivering outstanding long-term economic benefits. NexGen is currently focused on the optimal and sustainable development of the Rook I Project through the advancement of the Front-End Engineering Design (FEED), Environmental Assessment (EA) and Licensing, and through meaningful ongoing engagement with Indigenous communities.

Led by a highly experienced team of industry and uranium professionals with successful track records, the team at NexGen focuses on maximizing value to all stakeholders, leveraging our strong portfolio of projects to deliver generational benefits for Canada and the global environment.

Comprised of a dynamic entrepreneurial workforce that takes an agile and creative approach to a fluid business environment, NexGen's team is collectively committed to optimizing the development of the Rook I Project. A value driven company with a focus on honesty, respect, resilience and accountability, the NexGen team is committed to creating as much positivity as possible – socially, economically, and environmentally – for as many people as possible.

The Company's Operations office is in Saskatoon, Canada with a Corporate office in Vancouver, Canada. NexGen is triple listed on the Toronto Stock Exchange(TSX), New York Stock Exchange(NYSE), and the Australian Securities Exchange(ASX).

## ROLE

**Procurement Administrator**





## ROLE OVERVIEW

Reporting to the Lead Procurement Administrator, the Procurement Administrator will provide procurement support to the Rook I Project ("Project"). Duties will be heavily SAP oriented and require a strong level of communication with site and within the Procurement team.

## POSITION RESPONSIBILITIES:

(including but not limited to):

- Use the SAP system to accurately input and manage purchase requisitions for materials, products, and services.
- Collaborate with cross-functional teams, including procurement, production, and logistics, to gather relevant information required for requisition processing.
- Review requisitions for completeness, accuracy, and adherence to company policies and procedures.
- Liaise with internal stakeholders to confirm delivery dates, quantities, and specifications of requested goods.
- Perform regular follow-ups with suppliers to ensure timely delivery and escalate any potential delays or issues to the appropriate parties.
- Generate goods receipt documents within the SAP system upon receipt of materials, verifying the accuracy of quantities, quality, and specifications.
- Maintain accurate records of all transactions, requisitions, and goods receipts, ensuring proper documentation and data integrity.
- Provide support and assistance to the supply chain team as needed. Other duties as assigned.

## EDUCATION AND EXPERIENCE

- 1-2 years of procurement experience.
- Understand project coordination and management.
- Experience in mining is an asset.
- Experience with a variety of ERP systems, including SAP would be considered an asset.
- Experience supporting projects, especially in remote locations would be considered an asset.





## CORE COMPETENCIES

### Communication

- Communicates in an open candid and consistent manner with impact to inform, enroll, coach, and inspire.
- Effectively builds rapport and appropriately delivers information (oral and written) in a timely, well-organized, thoughtful and engaging manner.

### Team Effectiveness

- Works collaboratively across functional teams, embracing unique talents and diverse perspectives, to achieve common goals.
- Takes a proactive approach to building relationships by actively participating as a prepared team member, demonstrating flexibility and respect for different work styles.

### Work Management

- Plans, manages, and follows through to ensure the flow and timely completion of activities to deliver successful work results.
- Maintains quality and safety standards to ensure NexGen's Elite Standards are met across all work streams.
- Demonstrates flexibility and adaptability.

### Personal Accountability

- Takes responsibility for own actions and outcomes.
- Maintains effective and professional approach, demonstrating resilience and accountability in a fluid fast paced work environment.

### Analytical/Critical Thinking

- Able to identify, articulate and problem solve for complex situations with consideration for outcomes.
- Provides clear and informative explanations to support effective decisions in line with company objectives.
- Uses creative, conceptual, and/or inductive reasoning.

### Functional & Technical Skills

- Applies specialized knowledge in own area of expertise and openly shares information and knowledge with others.



## LOCATION

This position will be initially based in the Saskatoon office. It may transition to a site-based position in the future

## HOW TO APPLY

To apply, please submit your cover letter and resume by email to [humanresources@nxe-energy.ca](mailto:humanresources@nxe-energy.ca).

Please include **Procurement Administrator** in the subject line.

We thank all applicants for their interest and effort in applying for the position. Candidates selected for interviews will be contacted.

We are an equal opportunity employer.

