



Job Description – Project/ Product Manager

Reports To

The position of full-time/part-time Project / Product Manager reports to the Product Marketing Director.

Job Overview

Infinesima provides innovative nanoscale imaging products to leading companies in the semiconductor industry. With the expanding scaling requirements in the semiconductor industry, our technology is increasingly important. Expansion of the business offers new and exciting opportunities for the right candidate.

Infinesima has projects running at different stages in the company's Product Lifecycle Management process. The company is looking for a Full or Part Time Project Manager to secure on-time delivery of parallel development projects working closely with individual project managers and the board of management. There is also opportunity for the candidate to play an active role in Product Management and Marketing.

Responsibilities and Duties, to include:

- Responsibility for compiling and maintaining project plans.
- Work with individual project managers to keep individual project documentation up to date, revising as appropriate to meet changing circumstances and requirements.
- Compare plans for all projects to identify conflicts such as in the use of key resources
- Provide regular updates for individual projects.
- Ensure project documents are complete, current and appropriately stored and updated within the company's systems.
- Ensure project resource requirements are matched to company resources in terms of people, build capacity and test equipment.
- Propose modifications to process/documentation to increase quality and efficiency.

Qualifications

Essential requirements

- Experience as a Project Manager in an engineering/technology environment.
- BSc/BEng degree
- Demonstrated ability to manage multiple projects at the same time
- Need assertive character to work effectively across projects
- Ability to effectively interact with technical staff across the company.
- Excellent English written and verbal communication skills
- Excellent organisational skills and attention to detail
- Familiarity/proficiency with the following: Outlook, Word, Excel, MS Project, and Windows Based Applications

Desirable

- Experience of working in a product marketing role.
- Experience of working with multi-disciplinary teams in a small company environment
- Experience of managing software and capital equipment development projects.

Personal Attributes

- Approach to issues in a systematic way
- Self-driven and motivated worker

Job Types: Part-time, Permanent

Attractive Salary (commensurate to experience) and bonus scheme