



## Talent Acquisition Manager

Semiconductor devices provide the foundations on which progress in the technology sector is enabled. From Smartphones to Artificial Intelligence, 5G communications to autonomous vehicles, all are made possible through advances in semiconductor processes. Scaling these processes requires sub-nanometer measurement of increasingly complex 3D structures to enable more powerful devices. At **Infinitesima** we have pioneered a revolutionary atomic precision 3D metrology technology which has been qualified by leading companies in the semiconductor industry and we believe is essential for continued progress. To quote Lord Kelvin, *'If you can't measure it you can't improve it!'*. Come and join our dynamic team to enable the semiconductors for tomorrow's technological developments.

Do you have experience in recruiting a wide variety of engineers, from software through to manufacturing and beyond in an organisation developing complex engineering/technology products in a fast-moving environment? If so, we currently have an exciting opportunity for a Talent Acquisition Manager to join us.

Location: Abingdon  
Reporting to: CEO

### The Opportunity

Infinitesima is a leading provider of cutting-edge software solutions for businesses of all sizes. Our commitment to innovation and excellence has earned us a reputation as a trusted partner for organizations seeking to optimize their operations and achieve their business goals.

We are seeking a passionate and experienced Talent Acquisition Manager to join our team and play a pivotal role in helping us grow. We currently have 70 employees. We expect to have over 100 employees by the end of 2025, and 2026 promises even more. We need someone to come and help us create that growth.

### Key Responsibilities

- Develop and implement a comprehensive recruitment strategy aligned with business objectives and growth targets.
- Build and maintain strong relationships with key stakeholders across the organisation, including hiring managers, department heads, and senior leadership.
- Source and screen potential candidates through various channels, including job boards, social media, employee referrals, and university partnerships.

- Conduct in-depth interviews, assess candidate skills and qualifications, and provide recommendations to hiring managers.
- Manage the entire recruitment lifecycle, from initial candidate screening to offer negotiation and onboarding.
- Develop and implement employer branding initiatives to enhance Infinitesima's reputation as an employer of choice.
- Track and analyse key recruitment metrics, such as time-to-hire, cost-per-hire, and candidate satisfaction.
- Stay abreast of industry trends and best practices in talent acquisition.
- Contribute to the development and implementation of employee value propositions.
- Collaborate with HR and other departments to ensure a smooth and positive candidate experience.

### Personal Qualities

- A natural leader with strong communication and interpersonal skills, capable of developing relationships both with team members and prospective employees.
- Proven ability to create talent pipelines for roles/functions.
- Strong organisational and time management skills to manage multiple projects simultaneously.
- Ability to work independently and as part of a team to achieve common goals.
- Proficient in Microsoft Office Suite and relevant hiring software applications.

### Education

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 5+ years of experience in full-cycle recruitment, preferably within the engineering or technology sector.
- Proven experience in sourcing and attracting top talent in a fast-paced and competitive environment.
- Strong understanding of various recruitment methodologies, including sourcing, screening, interviewing, and assessment.

### Professional Skills

- **Strong communication & interpersonal skills:** Excellent written & verbal communication, active listening, and the ability to build rapport.
- **Strategic thinking & planning:** Align recruitment with business goals, plan proactively, and make data-driven decisions.
- **Resilience & adaptability:** Thrive in change, overcome challenges, and find creative solutions.
- **Self-starter:** Proactive, takes initiative, and requires minimal supervision.
- **Passion & drive:** Genuine interest in people, strong work ethic, and enthusiasm for the company.
- **Technology & innovation:** Proficiency with ATS, social media, and a drive to explore new approaches.

- **Ethical & professional conduct:** Integrity, confidentiality, and a commitment to professionalism.

**Benefits:**

In addition to a competitive salary and an annual bonus. Infinitesima offers flexible working hours, hybrid working, 25 days annual leave, death in service and private health care benefits, personal pension contributions of 4% with salary sacrifice and a generous EMI Share scheme.

*All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, or disability.*

*Note to recruitment agencies: Infinitesima Ltd only works with approved agencies and does not accept unsolicited agency CVs. Please do not submit candidate details in response to this advert, or to any Infinitesima Ltd employees. Infinitesima Ltd is not responsible for any fees related to unsolicited CVs.*