



## **Project Manager**

Semiconductor devices provide the foundations on which progress in the technology sector are 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 Project Management? We currently have an exciting opportunity for a Project Manager to join our team on either a full or part time basis.

Location: Abingdon

Reporting to: Programme Manager

### The Opportunity:

Infinitesima 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.

Infinitesima 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 provide project management support to the managers of individual projects.

### Key Duties:

- 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 used 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.
- Monitor the performance and up-time of all company products, both in-house and at customer sites.
- Write and maintain technical documents to improve fault finding and installation

- Work with Engineering and Production to implement and improve the reliability and ease of service of new and existing products.

### **Professional Skills/ Abilities:**

#### **Essential:**

- 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
- Comfortable with technologies used, including mechanics, electronics and optics
- 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: Project Management applications, Outlook, Word and Excel

#### **Preferable:**

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

#### **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.*