



Audio Visual Solution Project Assistant

Job Information

Hiring Company

[Vega Project K.K.](#)

Job ID

1462571

Division

Project Team

Industry

System Integration

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Train Description

Hibiya Line, Hatchobori Station

Salary

Negotiable, based on experience

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

July 1st, 2024 03:00

General Requirements

Career Level

Entry Level

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

The Project Assistant is an entry level position and is responsible to supporting the day-to-day activities of the Project Management team.

Responsibilities

Support Project Manager in meetings and day to day activities as needed.

Support Project Manager to provide regular reports of job progress to all stakeholders.

Support onsite installations and work with logistics to support products deliveries.

Required Skills

Minimum Requirements:

Good time management and organizational skills (prioritization of tasks, being able to follow up), ability to Multi-task.

Excellent communication skills and good ability to work as a member of a team

Native (or close to native) Japanese and good English language skills.

Background in project managing or technical engineering fields (AV / IT) a plus, or a strong interest in learning about them.

Self-starter with a strong interest in taking control of own career.

Drive to become a Project Manager in the future

Ability to work evenings and weekends may be required.

Company Description