



## 未経験歓迎 | Audio Visual Solution Project Assistant | プロジェクトマネージャー候補

オーディオビジュアルプロジェクトに携わるお仕事。学習意欲のある未経験の方大歓迎！

### 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

April 7th, 2025 04:00

### 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.
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### **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.
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### **Company Description**