



## 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**

December 30th, 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.
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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