



## Special Projects team Project Assistant

### Job Information

**Hiring Company**

[Pico Global Services Ltd.](#)

**Job ID**

1493502

**Division**

Special Projects Team

**Industry**

Other (Real Estate, Construction)

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Chuo-ku

**Salary**

4 million yen ~ Negotiable, based on experience

**Work Hours**

9:00~18:00 (休憩60分)

**Holidays**

土日祝日

**Refreshed**

December 24th, 2024 03:00

### General Requirements

**Career Level**

Entry Level

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

Report to Executive Officer / Executive Director

**Purpose of the Job**

Pico International Ltd is looking for a self-motivated and results-driven Project Assistant be part of the Special Projects Team to help the agency grow its impressive set of domestic and international clientele.

The ideal candidate will be assisting Project Managers on all project administrative matters in the area of interior fit-out,

theme parks and architectural projects to delight our clients

The role also requires the candidate to manage project costs, ensuring good customer service, improving administration processes, engaging with vendors.

The successful candidate for this role should possess excellent communication skills, strong project management skills, superior knowledge of construction, and be digitally savvy.

#### **Roles & Responsibilities**

- Assist to execute projects (in the areas of interior fit-out, theme parks and architectural projects, etc) for clients
  - Production progress management and project management of various projects and communications with customers
  - Coordination with designers and various suppliers
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#### **Required Skills**

#### **Job Requirements**

- Degree in Engineering / Construction preferred
- 1 – 3 years of related working experience in construction preferred
- Fresh graduates are welcome
- Ability to work under pressure and meeting tight deadlines
- Good interpersonal skills, multi-task and ability to follow-up
- Native in Japanese, fluent in spoken and written English
- Additional ability of 1 more language (Korean / Chinese / others) will be advantageous

#### **Functional Competencies**

- Self-starter with a hands-on approach
  - Resilient with a dare to be different mentality
  - Innovative
  - Problem-Solving
  - Collaboration
  - Business Acumen
  - Marketing Communications
  - Brand Focus
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#### **Company Description**