



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

January 21st, 2025 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