



## Audio Visual Solution Project Manager | AV機器/IT業界でのテクニカル経験歓迎

**PMP/CTSの資格があれば尚可！仕事で語学力を活かせるチャンスあり**

### Job Information

#### Hiring Company

[Vega Project K.K.](#)

#### Job ID

633487

#### Division

Project Team

#### Industry

Equipment

#### 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

#### Minimum Experience Level

Over 3 years

#### Career Level

Mid Career

#### Minimum English Level

Fluent

#### Minimum Japanese Level

Fluent

#### Minimum Education Level

Technical/Vocational College

#### Visa Status

Permission to work in Japan required

### Job Description

#### Duties & Responsibilities

- Facilitate internal project kick-off meeting that includes key participants from the company.
- Create and manage the project schedule.
- Coordinate all in house activities associated with project execution, including but not limited to: submittals, engineering, fabrication and installation, programming, commissioning, testing and troubleshooting.
- Function as the focal point for internal and external project communication and documentation
- Coordinate activities with the client, general contractor, construction manager, and other trades as required.
- Provide regular reports of job progress to all stakeholders.
- Assist with, or facilitate the ordering of materials upon approval of submittal documents.
- Coordinate with installation/operations manager to schedule personnel for installation.
- Cooperatively manage and monitor the labor required to successfully complete a project, including engineering, fabrication and installation personnel over the course of the project and communicate (upward) any issues that impact profitability.
- Solicit quotes from qualified subcontractors as required.
- Proactively manage the change order process
- Regularly inspect installation work performed by staff and/or subcontractors.
- Test, or certify the performance of, installed systems.
- Coordinate and/or provide training to client.
- Coordinate turn-over of project to service department at the end of each project.
- Ability to work overtime when required.

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## Required Skills

- Good time management skills
- Good organizational skills (prioritization of tasks, being able to follow up)
- Multi-tasking (handling multiple projects oncurrently)
- Logical thinking skills.
- Background in PM or technical fields (IT / AV)
- Native or close to native Japanese language skills. Fluent English a big plus.
- PMP preferred but not required.
- CTS (Certified Technical Specialist) preferred but not required.
- 3- 5 years AV industry experience preferred but not required.

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## Company Description

Founded in 1986, **Vega Technology** is the biggest Audio Visual and Video Conference system integrator in the APAC region. **Vega Project K.K** is part of Vega Global and allows customers to enjoy Vega's high level of service and expertise (audio-visual installations, maintenance, distribution and sales) in Japan.

Headquartered in Hong Kong, Vega has evolved from a distributor of audio-visual equipment to be one of the largest audio-visual products and total solution providers. In just two decades, Vega has successfully diversified its product and service to serve a large customer base of local and international companies known as Vega Global and now has offices in Japan and across the APAC region.