



Project Assistant - Special PJ Team | インテリア／建築プロジェクトのアドミンサポート

新卒の方歓迎！語学力を活かせる環境でキャリアアップしませんか？

募集職種

採用企業名

ピコ・インターナショナル株式会社

求人ID

1493502

部署名

Special Projects Team

業種

その他（不動産・土木建設）

会社の種類

外資系企業

雇用形態

正社員

勤務地

東京都 23区, 中央区

給与

400万円～経験考慮の上、応相談

勤務時間

9:00～18:00 (休憩60分)

休日・休暇

土日祝日

更新日

2025年02月27日 15:00

応募必要条件

職務経験

1年以上

キャリアレベル

新卒・未経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

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

スキル・資格

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

会社説明