

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
November 4th, 2026 05:00

General Requirements

Career Level
Entry Level

Minimum English Level
Fluent Level

Minimum Japanese Level
Fluent Level

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.

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.

Company Description