

# 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

December 10th, 2025 19:00

# General Requirements

## **Career Level**

Entry Level

## Minimum English Level

Fluent

### Minimum Japanese Level

Fluent

### **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