



## 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

February 18th, 2026 17:00

### 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.

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## 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.

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