



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 17th, 2025 03:00

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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Company Description