



Project Manager, Project Executive

A Hong Kong-listed global company

Job Information

Hiring Company

Pico Global Services Ltd.

Job ID

1574675

Industry

Other (Advertising, PR, Media)

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Salary

Negotiable, based on experience ~ 6 million yen

Work Hours

9:00–18:00 (Full flextime, no core hours)

Holidays

In accordance with company regulations

Refreshed

February 12th, 2026 10:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

«Job Description & Position Highlights»

- Production management, quality control, and cost management for domestic and international exhibitions and corporate events
- The rewarding opportunity to collaborate with multinational teams at a global company operating in 36 cities worldwide
- Contribute to spatial design and brand value enhancement through large-scale projects

- A flexible work environment with full flextime and stable benefits

【Job Responsibilities】

We manage the production of exhibition booths, corporate events, and incentive events held both in Japan and overseas, including cost estimation and coordination with partner companies.

- Production management in project (Progress Schedule & Quality Control)
- Cost Estimation (Calculation of Production Costs for the Project)
- On-site Safety & Quality Control
- Supplier Management (Strengthening Trusted Relationships & Developing New Suppliers)

■Reports to :

Deployment Center Team leader

■Career Path :

Opportunity for promotion to Deployment Center Team Leader or higher roles in the future

■About Us :

Pico Group is a global communication and brand activation agency with offices in 36 cities worldwide, combining deep local expertise with a global vision.

At Pico Japan, the Deployment Center (production management team) works in close partnership with the sales division to deliver high-quality services and bring our clients' branding to life.

【Employment Type】

Full-time permanent

【Salary】

Up to 6M ※Based on experience and skill level

■Bonuses: An annual bonus paid in December based on company performance, as well as incentive bonuses paid twice a year (June and December), determined by individual contribution.

【Working Hours】

9:00–18:00 (Full flextime, no core hours)

【Work Location】

Nihonbashi, Tokyo ※Onsite

【Holidays & Leave】

- Year-end and New Year holidays

【Benefits & Welfare】

- Transportation allowance
- Social insurance coverage

Required Skills**【Requirements】**

- Experience in the exhibition and event interior industry, or a strong professional interest and commitment to this field.
- Overseas experience is a plus

Company Description