



## 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

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#### 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

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