



## 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

March 26th, 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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**Company Description**