

Audio Visual Solution Project Manager｜AV機器/IT業界でのテクニカル経験歓迎

PMP/CTSの資格があれば尚可！仕事で語学力を活かせるチャンスあり

Job Information

Hiring Company
Vega Project K.K.

Job ID
633487

Division
Project Team

Industry
Equipment

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
October 28th, 2026 11:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
Technical/Vocational College

Visa Status
Permission to work in Japan required

Job Description

Duties & Responsibilities

- Facilitate internal project kick-off meeting that includes key participants from the company.
- Create and manage the project schedule.
- Coordinate all in house activities associated with project execution, including but not limited to: submittals, engineering, fabrication and installation, programming, commissioning, testing and troubleshooting.
- Function as the focal point for internal and external project communication and documentation
- Coordinate activities with the client, general contractor, construction manager, and other trades as required.
- Provide regular reports of job progress to all stakeholders.
- Assist with, or facilitate the ordering of materials upon approval of submittal documents.
- Coordinate with installation/operations manager to schedule personnel for installation.
- Cooperatively manage and monitor the labor required to successfully complete a project, including engineering, fabrication and installation personnel over the course of the project and communicate (upward) any issues that impact profitability.
- Solicit quotes from qualified subcontractors as required.
- Proactively manage the change order process
- Regularly inspect installation work performed by staff and/or subcontractors.
- Test, or certify the performance of, installed systems.
- Coordinate and/or provide training to client.
- Coordinate turn-over of project to service department at the end of each project.
- Ability to work overtime when required.

Required Skills

- Good time management skills
- Good organizational skills (prioritization of tasks, being able to follow up)
- Multi-tasking (handling multiple projects oncurrently)
- Logical thinking skills.
- Background in PM or technical fields (IT / AV)
- Native or close to native Japanese language skills. Fluent English a big plus.
- PMP preferred but not required.
- CTS (Certified Technical Specialist) preferred but not required.
- 3- 5 years AV industry experience preferred but not required.

Company Description

Founded in 1986, **Vega Technology** is the biggest Audio Visual and Video Conference system integrator in the APAC region. **Vega Project K.K** is part of Vega Global and allows customers to enjoy Vega's high level of service and expertise (audio-visual installations, maintenance, distribution and sales) in Japan.

Headquartered in Hong Kong, Vega has evolved from a distributor of audio-visual equipment to be one of the largest audio-visual products and total solution providers. In just two decades, Vega has successfully diversified its product and service to serve a large customer base of local and international companies known as Vega Global and now has offices in Japan and across the APAC region.