



Audio Visual Solution Project Assistant

募集職種

採用企業名

ベガプロジェクト株式会社

求人ID

1462571

部署名

Project Team

業種

Sler・システムインテグレーター

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 半数

雇用形態

正社員

勤務地

東京都 23区, 中央区

最寄駅

日比谷線、 八丁堀駅

給与

経験考慮の上、応相談

ボーナス

固定給+ボーナス

更新日

2024年05月13日 06:00

応募必要条件

キャリアレベル

新卒・未経験者レベル

英語レベル

流暢

日本語レベル

流暢

最終学歴

専門学校卒

現在のビザ

日本での就労許可が必要です

募集要項

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.

スキル・資格

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.

会社説明