Event Project Manager (Entry-Level to Mid-Career)

募集職種

人材紹介会社
Advisory Group株式会社

求人ID
1605983

業種
その他 (広告・PR・メディア)

雇用形態
正社員

勤務地
東京都 23区

給与
350万円 ~ 500万円

ボーナス
固定給+ボーナス

更新日
2026年11月13日 21:00

応募必要条件

職務経験
1年以上

キャリアレベル
新卒・未経験者レベル

英語レベル
流暢レベル

日本語レベル
流暢レベル

最終学歴
高等学校卒

現在のビザ
日本での就労許可が必要です

募集要項

Project Assistant – Events & Experiential Marketing

We are looking for a motivated Project Assistant to join an international events and experiential marketing company in Tokyo.

This position is ideal for candidates who enjoy coordinating projects, communicating with different stakeholders, and supporting the delivery of events, exhibitions, brand activations, and corporate experiences.

You will work closely with project managers, clients, vendors, and internal teams to help ensure projects are delivered smoothly, on time, and to a high standard.

Key Responsibilities

- Support project managers with the planning and execution of events and marketing projects

- Coordinate schedules, meetings, documents, and project timelines
- Communicate with clients, vendors, venues, suppliers, and internal team members
- Prepare project materials, presentations, proposals, reports, and briefing documents
- Assist with quotations, purchase orders, invoices, and budget tracking
- Coordinate logistics including venues, equipment, transportation, accommodation, and staffing
- Support event setup, onsite operations, and post-event activities
- Track project progress, deadlines, and outstanding action items
- Conduct research on venues, suppliers, competitors, and market trends
- Maintain accurate project files and administrative records
- Help resolve operational issues and last-minute changes
- Provide general administrative and coordination support to the project team

Requirements

- Experience in project coordination, administration, events, marketing, hospitality, production, or a related field
- Strong organisational and time-management skills
- Ability to manage multiple tasks and priorities simultaneously
- Strong communication and interpersonal skills
- Comfortable working with clients, vendors, and international colleagues
- Business-level Japanese and English
- Good knowledge of Microsoft Office or Google Workspace
- Detail-oriented, proactive, and able to work independently
- Currently based in Japan with valid working eligibility
- Flexibility to support occasional evening, weekend, or onsite event work

Preferred Experience

- Experience within events, exhibitions, experiential marketing, advertising, production, hospitality, or travel
- Experience coordinating vendors, venues, schedules, or logistics
- Experience preparing proposals, quotations, invoices, or project documentation
- Experience working in an international or multicultural environment
- Interest in creative projects, live events, brand experiences, or corporate events
- Experience supporting projects from initial planning through onsite delivery

Ideal Candidate

You are organised, dependable, and comfortable working in a fast-paced project environment.

You enjoy supporting others, keeping projects on track, and making sure important details are not missed. You are also confident communicating with different people and can remain calm when schedules or requirements change.

This opportunity would suit someone looking to build a long-term career in events, experiential marketing, project management, or production.

What You Can Expect

- Exposure to large-scale events, exhibitions, and brand activations
- Opportunities to work with well-known domestic and international clients

- A multicultural and collaborative working environment
- Hands-on experience across project planning, logistics, and onsite operations
- Training and career development toward Project Coordinator or Project Manager level
- Competitive salary based on experience

スキル・資格

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会社説明