



## Audio Visual Solution Project Manager

### 募集職種

#### 採用企業名

ベガプロジェクト株式会社

#### 求人ID

633487

#### 部署名

Project Team

#### 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04月22日 02:00

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 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

#### 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.

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## スキル・資格

- Good time management skills
- Good organizational skills (prioritization of tasks, being able to follow up)
- Multi-tasking (handling multiple projects concurrently)
- 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.

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## 会社説明

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.