

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

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

業種
設備関連

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
2026年11月18日 04:00

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
流暢レベル

日本語レベル
流暢レベル

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.

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 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.

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.