



JOB OPENING

Project Assistant (m/f/d) at RSI K.K. - Full Time

[About RSI]

RSI is proud to provide a range of services in the Data Center Industry, from planning and construction to operations and management.

With extensive experience in the market and multilingual service, RSI accommodates clients' needs in Japan and overseas in data center construction and design, managing office IT equipment, and data center maintenance.

Our work covers every aspect of network and data processing services.

We are currently seeking a highly skilled and motivated Project Assistant to join our dynamic team in the exciting and rapidly evolving field of data centers, on a full-time basis, based in Tokyo.

[Job summary]

As a Project Assistant, you will play a crucial role in supporting the planning, execution, and completion of projects within our organization. You will work closely with project managers and team members to ensure projects are delivered on time and within scope. This is an excellent opportunity for someone who is highly organized, proactive, and thrives in a fast-paced work environment.

[Tasks & responsibilities]

- Assist in the development and maintenance of project schedules, ensuring tasks are completed in a timely manner
- Collaborate with project managers to gather and organize project documentation
- Prepare and distribute project-related communications and reports
- Coordinate meetings and ensure all relevant stakeholders are informed and involved
- Keep track of and report on project progress using appropriate project management tools
- Conduct research and gather information to support project planning and decision-making
- Help maintain project databases and documentation repositories

[Requirements & skills]

- At least a Bachelor's degree in a related field or equivalent work experience
- Proven experience in a project support or administrative role
- Proficiency in Microsoft Office and project management tools and software
- Strong organizational and multitasking skills
- Strong attention to detail and problem-solving skills
- Excellent communication skills in written and spoken English and Japanese (Toeic Score 800 and JLPT N2 required)
- Strong teamwork, social and intercultural skills
- Experience in the use of web tools (e.g. Zoom, Teams)
- Interest in the data center industry
- Honesty, empathy, punctuality and eagerness to learn



[Application documents]

- Motivation letter (English or Japanese)
- CV (English or Japanese)
- Copy of the most recent diploma/degree certificate
- If available: Job references, language certificates or other relevant training and/or certifications

[Application]

All application documents should be combined into one PDF file. Please make sure that your name is included in the file name and that the file size is not too large.

Please send your application by email to Ms. Lena Ngo: hr@rsi-kk.com

[Contact]

RSI K.K.

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