



PCO, Inc.

1F Nisshin Toyama Building, 2-25 Sakurabashidori, Toyama-shi, Toyama

Basic Information

Industry	Service Industry
Company Profile	PCO, Inc. is a professional congress organizer based in Toyama, Japan, dedicated to creating meaningful connections between people and places through high-quality events. Since its founding in 2003, the company has grown from a design-focused agency into a multifaceted organization supporting domestic and international conventions, regional branding, translation, destination management, and digital solutions. Guided by a mission to unlock the full potential of individuals and communities, PCO blends creative thinking, local insight, and global perspective to generate new value. The company currently employs around 30 staff, including three foreign nationals from Taiwan, Hong Kong, and Canada.
Major Country and Regions of Interest	English-speaking countries
Business Activities	PCO's Convention Business Division handles all aspects of event organization, including planning, coordination, logistics, and on-site operations for international conferences, academic meetings, exhibitions, and more. The team works closely with clients to design experiences that reflect the uniqueness of each host region, ensuring both professional excellence and cultural relevance.
Company PR	Our employees come from a variety of backgrounds. To name a few, we have engineers, designers, copywriters, programmers, people who have studied abroad, and several foreign staff members. We are proud to be a company that can utilize the strengths and characteristics of each individual. We look forward to welcoming new members to our team.
URL	https://pcojapan.jp/en/

Recruitment information

Open Positions	<p>Assistant conference coordinator, Secretariat staff</p> <p>We support organizers of international events across Japan as Professional Congress Organizer (PCO). You will update the website, manage registrations and respond to enquiries from participants and speakers from countries around the world in English.</p> <p>At the actual conference site, we expect you to play an active role as receptionists, staff, etc. Running a conference requires a lot of planning and preparation, so different conferences offer different experiences. That is what makes this job interesting.</p>
Work Locations (Prefecture)	Toyama or Tokyo
Major department	Both (Science and Technology & Liberal Arts)
Required Japanese level	Business Level
Welcomed languages	English - Business level (Native level is preferred)
Subject of application	Newly graduates, Mid-career, International Students, Undergraduate students (Bachelor), Graduate students (Master), Doctoral students (Ph.D.)
Acceptance of Internships	Internship Accepted