

WANT YOUR CAREER TO MOVE FORWARD WITH TOYOTA?

CAREER POSSIBILITIES

Updated as of February 2018



	POSITION	JOB DESCRIPTION	QUALIFICATIONS
INFORMATION SYSTEMS	PROGRAMMER (four slots available)	<ul style="list-style-type: none"> • Designs, codes, tests, corrects and documents moderately complex programs and program modifications from supplied specifications using agreed standards and tools; • Designs test cases and test scripts under own direction, mapping back to pre-determined criteria, recording and repeating outcomes; • Analyses and reports problems/test activities & results; • Identifies and reports issues and risks associated with own work; • Documents changes based on requests for change; • Applies change control procedures; • Conducts status report. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Computer Science, Information Technology, Computer Engineering or Information Systems; ○ At least 1 year of .Net Programming (C#, ASP), web development experience; ○ At least 1 year of SQL programming with experience working with SQL Server Integration Services (SSIS) and stored procedures; ○ Cascading Style Sheets development; ○ Experience in system testing and system audit; ○ Must be willing to work in Santa Rosa, Laguna. <p>Technical Skills:</p> <ul style="list-style-type: none"> ○ Business flowcharting; ○ Change Management; ○ Programming/Testing Methodologies; ○ Software Development Lifecycle; ○ Work Breakdown Structure. <p>For Fresh Graduate Applicants:</p> <ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Computer Science, Information Technology, Computer Engineering or Information Systems; ○ Good academic standing, no failing grades; ○ Open to be trained given the post's job description; ○ Familiar with .NET programming (C#, ASP), SQL programming & CSS; ○ Must be willing to work in Santa Rosa, Laguna.
	INTERNAL AUDITOR (One slots available)	<ul style="list-style-type: none"> • Internal auditing; • Risk-based auditing; • Financial report preparation; • Systems review and operations assessment. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Accountancy; ○ Must be a Certified Public Accountant; ○ Have excellent oral and written English communication skills; ○ Preferably with related work experience in Audit (6 months to 1 year); ○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint); ○ Must be willing to render overtime and do field work from time to time; ○ Must be willing to work in Santa Rosa, Laguna.
MARKETING (MAKATI CITY)	SALES TRAINING SPECIALIST (One slot available)	<ul style="list-style-type: none"> • Conducts the following trainings but not limited below: Sales process Basic Automotive Knowledge Customer Satisfaction • Monitoring of sales force performance and implementation of incentive programs; • Monitoring of supplier's contract compliance; • Develop supplier evaluation management mechanism; • Develop sales training. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Management, Industrial Engineering or any Business Course; ○ Experience in Sales, Marketing and Training is an advantage; ○ With excellent written and verbal communication skills; ○ Proficient in Photoshop / Video Editing; ○ Willing to extend beyond regular work hours (overtime, holiday, field work); ○ Must be willing to work in Makati City.
	SALES PLANNING SPECIALIST (One slot available)	<p>Overview:</p> <ul style="list-style-type: none"> • Strategy Planning; • Marketing Research & Benchmarking; • Preparation of Divisional Reports on Sales & Business Plans; <p>Specific duties:</p> <ul style="list-style-type: none"> • Preparation and Consolidation of Overall Sales Strategy; • Consolidate regional Chamber of Automotive Manufacturers in the Philippines (CAMPI) documents; • Preparation of Executive and Divisional Reports; • Creation and reporting of Executive PowerPoint; • Conceptualization of marketing business plans and targets; • Regular progress reporting to the regional office. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Economics, Business Management, Economics, Commerce or equivalent; ○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint); ○ With excellent written and verbal communication skills; ○ Willing to extend beyond regular work hours (overtime, holiday, field work); ○ Fresh graduates are welcome to apply; relevant working experience is an advantage; ○ Must be willing to work in Makati City.

	<p>PR & COMMUNICATIONS SPECIALIST (One slot available)</p>	<ul style="list-style-type: none"> Digital Marketing (Social Media, SEO, and Analytics) Website Management and Maintenance Handling of Press Releases and Crisis Mitigation Events and Projects Management 	<ul style="list-style-type: none"> Must have a Bachelor's/College Degree in Business Studies/Administration/Management, Marketing, and Advertising/Media, Mass Communications or equivalent; Possesses excellent oral and written English skills; Capable of writing speeches, articles, site content and good with Adobe Photoshop/Illustrator; Fresh graduates are willing to apply; Must be willing to work in Makati City.
	<p>AREA OPERATIONS SPECIALIST (One slot available)</p>	<ul style="list-style-type: none"> Annual and monthly dealer sales target setting Dealer sales performance management Dealer/market feedback monitoring Ageing units management Dealer events management 	<ul style="list-style-type: none"> Must have a Bachelor's/College Degree in Business Studies/Administration/Management, Economics, Marketing or equivalent; Fresh graduates/Entry level applicants are welcome to apply; Has high interest with cars; possesses basic idea regarding car brands and models; Has basic knowledge about the Philippine automotive industry and its players; Must know how to drive. Non-professional license required; Have excellent oral and written English communication skills; Applicants must be willing to work in Makati City.
GENERAL ADMINISTRATION	<p>TEAM RELATIONS CORPORATE COMMUNICATIONS OFFICER (One slot available)</p>	<ul style="list-style-type: none"> Conceptualization, execution and releasing of internal publications Create articles for dateline and other publications Prepare presentations for general assembly Attend and facilitate team member queries and concerns Conduct counseling and exit interview Conduct workplace visit Facilitate feedback sessions Conduct home, hospital and funeral visits 	<ul style="list-style-type: none"> Must have a Bachelor's Degree in Communications Arts; Must possess administration, planning, analytical skills and management skills; Have excellent oral and written English communication skills; Fresh graduates/Entry level applicants are welcome to apply; Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint); Proficiency in editing videos and layout softwares is an advantage Must be willing to work in Santa Rosa, Laguna.
	<p>POLLUTION CONTROL OFFICER (One slot available)</p>	<ul style="list-style-type: none"> Document and processing of the certification of ISO 14001 Facilitate management review and follow through of activities related to environmental safety Plan and implement standard processes for pollution control functions Handle and process legal requirements and chemical management EMS promotions and support to sub-committees 	<ul style="list-style-type: none"> Must have a Bachelor's Degree in Chemical Engineering or Industrial Engineering; Must possess administration, planning, analytical skills and management skills; Fresh graduates/Entry level applicants are welcome to apply; Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint); Willing to extend beyond regular work hours (overtime, holiday, field work); Has relevant experience handling environmental safety Must be willing to work in Santa Rosa, Laguna.
PURCHASING	<p>SUPPLY CHAIN MANAGEMENT ENGINEER (One slot available)</p>	<ul style="list-style-type: none"> In charge of improving suppliers safety, quality and delivery performance Ensure environmental compliance Promote Toyota Production System to local suppliers Conduct delivery shop floor audit to suppliers Generate supplier delivery reports Prepare yearly risk management plan Conduct supplier delivery improvement activities 	<ul style="list-style-type: none"> Must have a Bachelor's/College Degree in Industrial Engineering or Mechanical Engineering; Have excellent oral and written English communication skills; Fresh graduates/Entry level applicants are welcome to apply; Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint); Must be willing to work in Santa Rosa, Laguna
MANUFACTURING	<p>TRAINING ADMINISTRATOR (One slot available)</p>	<ul style="list-style-type: none"> Manage plant tour activities and events Maintain, monitor and modify existing database content method and procedures used for data generation Monitor training schedules 	<ul style="list-style-type: none"> Must have a Bachelor's Degree in Commerce, Business Administration or Operations Management; Must possess administration, planning, analytical skills and management skills; Have excellent oral and written English communication skills; Fresh graduates/Entry level applicants are welcome to apply; Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint); Knowledgeable in Technical Writing & Presentation; Must be willing to work in Santa Rosa, Laguna.
	<p>SHOP ADMINISTRATOR (One slot available)</p>	<ul style="list-style-type: none"> Create and update records and databases with personnel, financial and other data Manage budgeting and bookkeeping procedures Submit timely reports and prepare presentations Manage clerical jobs, communications and correspondence Coordinate office activities and operations 	<ul style="list-style-type: none"> Must have a Bachelor's Degree in Commerce, Business Administration or Operations Management; Must possess administration, planning, analytical skills and management skills; Have excellent oral and written English communication skills; Fresh graduates/Entry level applicants are welcome to apply; Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint); Knowledgeable in Technical Writing & Presentation; Must be willing to work in Santa Rosa, Laguna.

<p>PRODUCTION ENGINEER (One slot available)</p>	<ul style="list-style-type: none"> • Engineering Project Planning and Coordination • New Model Production Preparation • Concept and Plant Design preparation • Research & Development • Project Planning & Management • Kaizen Mechatronics Activities 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Mechanical Engineering ○ Preferably a licensure exam passer (RME); ○ Must be able to interpret technical drawings, understand mechanical designs and engineering computations; ○ Must be knowledgeable in AUTOCAD (2D/3D), SolidWorks and CATIA; ○ Fresh graduates are welcome to apply; relevant work experience is an advantage; ○ Must be willing to work in Sta. Rosa City, Laguna.
<p>QUALITY ENGINEER (One slot available)</p>	<ul style="list-style-type: none"> • Shall be assigned in Warranty Management and Warranty Cost Recovery function under quality assurance section • Process warranty cost recovery and establish warranty reduction activities • Coordinate, manage and monitor suppliers warranty performance • Process and coordinate vehicle warranty claims to local suppliers 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Mechanical Engineering or Industrial Engineering ○ Must be able to interpret technical drawings, understand mechanical designs and engineering computations; ○ Must be knowledgeable in AUTOCAD (2D/3D), SolidWorks and CATIA; ○ Fresh graduates are welcome to apply; relevant work experience is an advantage; ○ Knowledge in identifying safety issues / problems; ○ Knowledge in vehicle structures; ○ Must be willing to work in Sta. Rosa City, Laguna.



*** TMP ACCEPTS OJT / INTERNSHIP APPLICANTS!**
 Applicants may send their **RESUME with photo and Endorsement Letter from School** to:
find.fulfillment@toyota.com.ph

Qualified applicants may send their
RESUME with photo and PHOTOCOPY OF TRANSCRIPT OF RECORDS (TOR) / TRUE COPY OF GRADES (TCG) to find.fulfillment@toyota.com.ph
ALL VACANCIES ARE ALSO POSTED ON THE FOLLOWING WEBSITES: www.jobstreet.com
www.kalibrr.com

**** Please indicate in the Subject: Your Name and the Position you want to be considered for**
***** Total File Size must not exceed 3MB**

RECRUITMENT SECTION
HUMAN RESOURCES MANAGEMENT
TOYOTA MOTOR PHILIPPINES CORPORATION
 Santa Rosa-Tagaytay Highway, Sta. Rosa City, Laguna, Laguna 4026
 Tel No: (+632) 825-8888 / (+49) 541-3020 loc 8181/8180
 Fax: (+632) 8435799
 Email Address: find.fulfillment@toyota.com.ph
 Website: www.toyota.com.ph

