

# WANT YOUR CAREER TO MOVE FORWARD WITH TOYOTA?

## CAREER POSSIBILITIES

Updated as of March 2017



	POSITION	JOB DESCRIPTION	QUALIFICATIONS
CORPORATE AFFAIRS GROUP	<b>GOVERNMENT &amp; INDUSTRY AFFAIRS SPECIALIST</b> (One slot available)	<ul style="list-style-type: none"> <li>Monitor business environment changes</li> <li>Monitoring &amp; reporting of regulatory changes</li> <li>Support to public policy development</li> <li>Conduct impact analysis of the company's operations &amp; functional environment</li> <li>Handle government, industry &amp; media relations</li> </ul>	<ul style="list-style-type: none"> <li>Must have a Bachelor's Degree in <b>Economics or Public Administration</b></li> <li>Have excellent interpersonal and English communication skills</li> <li>Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint)</li> <li>Must be willing to work in <b>Santa Rosa, Laguna</b></li> </ul>
	<b>CORPORATE PLANNING STAFF</b> (One slot available)	<ul style="list-style-type: none"> <li>Conduct research on economics and environment</li> <li>Manage corporate business planning</li> <li>Administrate enterprise risk management system</li> </ul>	<ul style="list-style-type: none"> <li>Must have a Bachelor's Degree in <b>Economics or Business Management</b></li> <li>Have excellent interpersonal and English communication skills</li> <li>Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint)</li> <li>Must be willing to work in <b>Santa Rosa, Laguna</b></li> </ul>
COMPTROLLERSHIP	<b>TAX SPECIALIST</b> (One slot available)	<ul style="list-style-type: none"> <li>Prepare tax memoranda and documents including ruling requests, protests and legal briefs on complex issues which require a broad knowledge of tax law. Has thorough knowledge of Philippine tax laws</li> <li>Administer operating procedures and recommend improvements to ensure the accurate and effective gathering of information from various reporting organizations for compliance reporting and audit purposes</li> <li>Negotiate and resolve income tax audit issues directly with government representatives with management direction</li> <li>Tax returns, MAP, SAWT and ORB processing and filing; Tax analysis; Strategy Formulation; Tax rate verification; Revenue Audit Compliance</li> </ul>	<ul style="list-style-type: none"> <li>Must have a Bachelor's Degree in <b>Accountancy</b></li> <li>Must be a <b>Certified Public Accountant</b></li> <li>With high knowledge and proficiency on tax rules, regulations and accounting standards</li> <li>At least 1 - 2 years of working experience in tax or audit field is required for this position</li> <li>Have excellent interpersonal and English communication skills</li> <li>Must be willing to work in <b>Santa Rosa, Laguna</b></li> </ul>
MARKETING (MAKATI CITY)	<b>AREA OPERATIONS SPECIALIST</b> (Two slots available)	<ul style="list-style-type: none"> <li>Annual and monthly dealer sales target setting</li> <li>Dealer sales performance management</li> <li>Dealer/market feedback monitoring</li> <li>Ageing units management</li> <li>Dealer events management</li> </ul>	<ul style="list-style-type: none"> <li>Must have a Bachelor's Degree in <b>Marketing, Business Administration / Management or equivalent</b></li> <li>Experience in Sales Distribution, Area or Territory Sales Management is an advantage</li> <li>Fresh graduates/Entry level applicants are welcome to apply</li> <li>Excellent interpersonal, written, and oral English communication skills</li> <li>Must possess good customer-service orientation</li> <li>Applicants must be willing to work in <b>Makati City</b></li> </ul>
	<b>PRODUCT PLANNING SPECIALIST</b> (Two slots available)	<ul style="list-style-type: none"> <li>Market Research and Product Pricing</li> <li>Vehicle Planning &amp; Management</li> <li>Brand Marketing &amp; Project Planning</li> <li>Competitor analysis, Benchmarking</li> </ul>	<ul style="list-style-type: none"> <li>Must have a Bachelor's Degree in <b>Business Studies, Administration/Management, Economics, Marketing or equivalent</b></li> <li>Fresh graduates/Entry level applicants are welcome to apply</li> <li>Has high interest with cars; possesses basic idea regarding car brands and models</li> <li>Has basic knowledge about the Philippine automotive industry and its players</li> <li>Must know how to drive. Non-professional license required</li> <li>Have excellent oral and written English communication skills</li> <li>Applicants must be willing to work in <b>Makati City</b></li> </ul>
	<b>FRANCHISE DEVELOPMENT SPECIALIST</b> (Two slots available)	<ul style="list-style-type: none"> <li>Formulates and implements mid and long-term expansions for the dealer network</li> <li>Planning and monitoring of projects in the Dealer Facility Improvement Program</li> <li>Monitor Dealer compliance to franchise policies</li> <li>Preparation of concept papers and proposals</li> <li>Performs market study and system/work flow analysis</li> </ul>	<ul style="list-style-type: none"> <li>Must have a Bachelor's Degree in <b>Industrial Engineering or Economics</b></li> <li>Fresh graduates/Entry level applicants are welcome to apply</li> <li>Has excellent in business communication and good interpersonal skills.</li> <li>Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint)</li> <li>Work experience is desired but not required</li> <li>Willing to extend work hours and travel regularly</li> <li>Applicants must be willing to work in <b>Makati City</b></li> </ul>
	<b>MARKETING &amp; ADVERTISING SPECIALIST</b> (Two slots available)	<ul style="list-style-type: none"> <li>Conceptualize marketing strategies</li> <li>Handle / Manage global, regional and local campaigns</li> <li>Brand Management</li> <li>Handle event coordination and implementations</li> </ul>	<ul style="list-style-type: none"> <li>Must have a Bachelor's Degree in <b>Management</b> or any <b>Business Course</b></li> <li>Fresh graduates/Entry level applicants are welcome to apply</li> <li>With excellent written and verbal communication skills</li> <li>Willing to extend beyond regular work hours (overtime, holiday, field work)</li> <li>Must be willing to work in <b>Makati City</b></li> </ul>

	<p><b>FLEET MANAGEMENT SPECIALIST</b> (One slot available)</p>	<ul style="list-style-type: none"> <li>• Manage corporate accounts</li> <li>• Coordinate direct sales transactions</li> <li>• Respond to biddings, create quotations, handle approval of subsidy claims and price packages</li> <li>• Attend customer inquiries</li> <li>• Handle all communications with corporate clients</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Management</b> or any <b>Business Course</b></li> <li>○ Fresh graduates/Entry level applicants are welcome to apply</li> <li>○ Has at least a year of driving experience</li> <li>○ With excellent written and verbal communication skills</li> <li>○ Willing to extend beyond regular work hours (overtime, holiday, field work)</li> <li>○ Must be willing to work in <b>Makati City</b></li> </ul>
	<p><b>DEALER MARKETING &amp; SALES PROMOTION SPECIALIST</b> (One slot available)</p>	<ul style="list-style-type: none"> <li>• Overall preparation for Internal and External events</li> <li>• Coordination with suppliers for events requirements</li> <li>• Processing of external sponsorships and budget monitoring</li> <li>• Coordination with dealers for car displays and golf sponsorship manning request</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Marketing, Communications, Advertising</b> or any <b>Business Course</b></li> <li>○ Fresh graduates/Entry level applicants are welcome to apply</li> <li>○ Has at least a year of driving experience</li> <li>○ With excellent written and verbal communication skills</li> <li>○ Willing to extend beyond regular work hours (overtime, holiday, field work)</li> <li>○ Must be willing to work in <b>Makati City</b></li> </ul>
	<p><b>SALES PLANNING SPECIALIST</b> (One slot available)</p>	<ul style="list-style-type: none"> <li>• Help ensure top sales status in all regions by conducting monthly demand and supply analysis</li> <li>• Ensure optimum balance of demand and supply</li> <li>• Help monitor sales planning, market forecast and demand and supply</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Management, Economics, Industrial Engineering</b> or any <b>Business Course</b></li> <li>○ Fresh graduates/Entry level applicants are welcome to apply</li> <li>○ Has at least a year of driving experience</li> <li>○ With excellent written and verbal communication skills</li> <li>○ Willing to extend beyond regular work hours (overtime, holiday, field work)</li> <li>○ Must be willing to work in <b>Makati City</b></li> </ul>
<b>MARKETING (SANTA ROSA CITY)</b>	<p><b>PARTS INVENTORY MANGEMENT PLANNER</b> (One slot available)</p>	<ul style="list-style-type: none"> <li>• Inventory management</li> <li>• Coordinate with procurement</li> <li>• Monitoring of kitting request and component parts</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Business Studies/Administration/Management</b></li> <li>○ Have excellent oral and written English communication skills</li> <li>○ Fresh graduates/Entry level applicants are welcome to apply</li> <li>○ Has high interest with cars; possesses basic idea regarding car brands and models</li> <li>○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint)</li> <li>○ Must be willing to work in <b>Santa Rosa, Laguna</b></li> </ul>
	<p><b>AREA OFFICER</b> (One slot available)</p>	<ul style="list-style-type: none"> <li>• Consultant to dealer service and parts operations (creation of marketing plans, evaluation and planning of daily activities)</li> <li>• Travel to assigned dealerships, with possibility of nationwide frequent travel</li> <li>• Evaluation of dealer training needs and recommendation of appropriate training programs</li> <li>• Ensures compliance to corporate policies and standard delivered procedures internally and externally</li> <li>• Customer complaint resolution</li> <li>• Promote cooperation and teamwork between Service, Parts, Technical and Sales departments</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Industrial Engineering, Engineering Course or Business Administration</b></li> <li>○ Have excellent oral and written English communication skills</li> <li>○ Fresh graduates/Entry level applicants are welcome to apply</li> <li>○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint)</li> <li>○ Must be willing to work in <b>Santa Rosa, Laguna</b></li> </ul>
	<p><b>PROMOTIONAL CAMPAIGN PLANNER</b> (Two slots available)</p>	<ul style="list-style-type: none"> <li>• Handle customer retention enhancement activities, after sales promotion &amp; image enhancement</li> <li>• Conduct market research</li> <li>• Conduct customer &amp; market survey</li> <li>• Develop, implement and monitor campaign projects</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Business Studies/Administration/Management, Marketing or Advertising</b></li> <li>○ Have excellent oral and written English communication skills</li> <li>○ Fresh graduates/Entry level applicants are welcome to apply</li> <li>○ Has high interest with cars; possesses basic idea regarding car brands and models</li> <li>○ Has basic knowledge about the Philippine automotive industry and its players</li> <li>○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint)</li> <li>○ Highly proficient in designing &amp; editing (Adobe Photoshop, Illustrator etc)</li> <li>○ Must be willing to work in <b>Santa Rosa, Laguna</b></li> </ul>
<b>PURCHASING</b>	<p><b>PURCHASING BUYER</b> (One slot available)</p>	<ul style="list-style-type: none"> <li>• Evaluate suppliers</li> <li>• Source, assess cost and review prices of purchase requisitions</li> <li>• Monitor cost reduction activities</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's/College Degree in <b>Civil Engineering or Mechanical Engineering</b></li> <li>○ Have excellent oral and written English communication skills</li> <li>○ Fresh graduates/Entry level applicants are welcome to apply</li> <li>○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint)</li> <li>○ Must be willing to work in <b>Santa Rosa, Laguna</b></li> </ul>

	<p><b>PURCHASING ENGINEER</b> (Two slots available)</p>	<ul style="list-style-type: none"> <li>• Coordination with suppliers</li> <li>• Monitor supplier performance in quality and delivery</li> <li>• Implement improvement activities</li> <li>• Conduct audit to suppliers</li> <li>• Undertake action to receiving rejection and delivery concern</li> <li>• Prepare activity plan for the year</li> <li>• Supply base improvement activity</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's/College Degree in <b>Industrial Engineering or Mechanical Engineering</b></li> <li>○ Have excellent oral and written English communication skills</li> <li>○ Fresh graduates/Entry level applicants are welcome to apply</li> <li>○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint)</li> <li>○ Must be willing to work in <b>Santa Rosa, Laguna</b></li> </ul>
<b>MANUFACTURING</b>	<p><b>PRODUCTION ENGINEER</b> (One slot available)</p>	<ul style="list-style-type: none"> <li>• Monitoring of project workflow</li> <li>• Engineering project management and new model production preparation</li> <li>• Document processes and errors encountered for counter measure purposes</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's/College Degree in <b>Industrial Engineering or Mechanical Engineering</b></li> <li>○ Have excellent oral and written English communication skills</li> <li>○ Fresh graduates/Entry level applicants are welcome to apply</li> <li>○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint)</li> <li>○ Highly proficient in the use of AutoCAD and CATIA</li> <li>○ Must be willing to work in <b>Santa Rosa, Laguna</b></li> </ul>
<b>GENERAL ADMINISTRATION</b>	<p><b>SAFETY OFFICER</b> (One slot available)</p>	<ul style="list-style-type: none"> <li>• Respond to emergencies such as: Fire, Earthquake, Typhoon, Bomb threat etc.</li> <li>• Accident investigation &amp; monitoring of counter measures</li> <li>• Perform internal risk management audit</li> <li>• Furnish &amp; implement fire code of the Philippine standard</li> <li>• Monthly monitoring &amp; checking of safety equipments</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's/College Degree in <b>Industrial Engineering, Mechanical Engineering, Chemical Engineering or Civil Engineering</b></li> <li>○ Have excellent oral and written English communication skills</li> <li>○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint)</li> <li>○ Willing to extend beyond regular work hours (overtime, holiday, field work)</li> <li>○ With at least 2 years' experience handling safety related tasks</li> <li>○ Must have BOSH / COSH or other safety related certification</li> <li>○ Must be willing to work in <b>Santa Rosa, Laguna</b></li> </ul>
<b>OFFICE OF THE PRESIDENT</b>	<p><b>QUALITY &amp; OPERATIONS ENGINEER</b> (One slot available)</p>	<ul style="list-style-type: none"> <li>• Ensures quality on time delivery of processed vehicles</li> <li>• Facility improvement coordinator</li> <li>• Implement Kaizen activities and programs for quality checking and operations</li> <li>• Coordination with suppliers</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's/College Degree in <b>Industrial Engineering, Mechanical Engineering or Manufacturing Engineering</b></li> <li>○ Have excellent oral and written English communication skills</li> <li>○ Fresh graduates/Entry level applicants are welcome to apply</li> <li>○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint)</li> <li>○ Highly proficient in the use of AutoCAD and CATIA</li> <li>○ Willing to extend beyond regular work hours (overtime, holiday, field work)</li> <li>○ Must be willing to work in <b>Santa Rosa, Laguna</b></li> </ul>
	<p><b>VEHICLE LOGISTICS STAFF</b> (Two slots available)</p>	<ul style="list-style-type: none"> <li>• Coordination with logistics service provider</li> <li>• Ensures compliance, safety, quality and delivery lead of processed vehicles</li> <li>• Conduct trainings for safety and driver accreditation</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's/College Degree in <b>Industrial Engineering, Operations Management or Business Administration</b></li> <li>○ With at least 2 years' experience handling logistics</li> <li>○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint)</li> <li>○ Willing to extend beyond regular work hours (overtime, holiday, field work)</li> <li>○ Must be willing to work in <b>Santa Rosa, Laguna</b></li> </ul>

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

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 Applicants may send their **RESUME with photo** and **Endorsement Letter from School**

**\*\* 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  
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