

WANT YOUR CAREER TO MOVE FORWARD WITH TOYOTA?

CAREER POSSIBILITIES

Updated as of April 2018



	POSITION	JOB DESCRIPTION	QUALIFICATIONS
INFORMATION SYSTEMS	<p>PROGRAMMER (Three slots available)</p>	<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; ○ Applicants must be willing to work in Santa Rosa Laguna.
	<p>SALES TRAINING SPECIALIST (One slot available)</p>	<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); ○ Applicants must be willing to work in Makati City.
	<p>SALES PLANNING SPECIALIST (One slot available)</p>	<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; ○ Applicants must be willing to work in Makati City.
MARKETING (MAKATI CITY)	<p>TCUV AREA OPERATIONS SPECIALIST (One slot available)</p>	<ul style="list-style-type: none"> • Monitor dealer Key Performance Indicators (KPI), compliance with policies and SOPs; • Conduct regular visit and performance evaluation of dealer operations; • Identify performance challenges, problem analysis, and improvement areas; • Implement and manage special projects; • Preparation and presentation of regular reports and concept papers for management meetings. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Economics, Business Management, Industrial Engineering or equivalent; ○ Strong analytical and planning skills; ○ Excellent problem-solving and project management skills; ○ Good communication and presentation skills (oral & written); ○ Proficient in the creation of process flows, charts, and graphs; ○ Highly adept in the use of Microsoft Excel, Visio and data visualization tools; ○ Must be willing to travel, render overtime and Saturday work; ○ Applicants 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>SAFETY OFFICER (One slot available)</p>	<ul style="list-style-type: none"> • Conduct companywide Safety patrol; • Working environment measurement implementation; • Create, establish & implement guidelines for road safety; • Create, establish & implement guidelines for machine & construction safety; • Facilitate OSH training; • Monitor and coordinate compliance to Occupational Safety & Health requirements: <ul style="list-style-type: none"> • OSH standard of the Philippines; • Fire Code of the Philippines; • TDEM Safety Requirements; • Facilitate accident prevention activities: <ul style="list-style-type: none"> • Perform safety patrol & Risk Management activities; • Conduct accident / incident investigation; • Monitor & consolidate data and create health performance report. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's/College Degree in Mechanical Engineering or Electrical Engineering; ○ With excellent written and verbal communication skills; ○ Willing to extend beyond regular work hours (overtime, holiday, field work); ○ Capable of understanding engineering drawings & technical specs; ○ Well versed about OHS standards; ○ Experience in handling safety related activities is an advantage; ○ Have excellent oral and written English communication skills; ○ Applicants must be willing to work in Santa Rosa Laguna.
PURCHASING	<p>PURCHASING BUYER (Two slots available)</p>	<ul style="list-style-type: none"> • Sourcing & pricing of direct materials; • Cost planning; • Conduct annual price review; • Preparation of commodity strategy for future models; • Risk management of parts distribution in case of calamities; • Negotiate with suppliers ; • Cost reduction formulation; • Processing of purchase requisitions; • Visualization of current supply chain tree for existing local parts. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's/College Degree in Industrial Engineering, Mechanical Engineering, Economics or any Management Related Course; ○ Fresh graduates/Entry level applicants are welcome to apply; ○ Basic knowledge in Finance & Economics; ○ Basic knowledge in using SAP is an advantage; ○ With excellent written and verbal communication skills; ○ Willing to extend beyond regular work hours (overtime, holiday, field work); ○ Have excellent oral and written English communication skills; ○ Applicants must be willing to work in Santa Rosa Laguna.
MANUFACTURING	<p>PRODUCTION ENGINEER (One slot available)</p>	<ul style="list-style-type: none"> • Provide technical assistance and know-how for Welding Shop process; • Monitor welding shop process KPIs and assist in technical activities; • Engineering project planning and new model product preparation; • Project management, process improvement and production support; • Develop project proposal sheets; • Preparation of progress and update reports. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's/College Degree in Industrial Engineering or Mechanical Engineering; ○ Able to interpret technical drawings, mechanical designs, and engineering computation; ○ Can easily understand measurements, drawings, and layouts; ○ Can analyse, measure and manage risk factors; ○ Adept in the three-dimensional coordinate system; ○ Proficient in the use of AutoCAD, CATIA, Pro-Model, and Mini-Tab; ○ Relevant experience in design works and manufacturing operations is an advantage; ○ Applicants must be willing to work in Santa Rosa Laguna.
OFFICE OF THE PRESIDENT	<p>PORT DISPATCH PLANNER (Five slots available)</p>	<ul style="list-style-type: none"> • Reform Transport Operations for all Toyota Delivery Areas in the Philippines; • Create daily trailer diagram schedule according to Production requirements or priority; • Ensure appropriate resources are set and well-coordinated with each Logistics Service Provider; • Determine vehicle priority and nature of request for immediate feedback to all concerned members; • Maintain complete and accurate records, logs and reports for daily trailer instructions; • Establish and propose risk management programs for systems development for continuous process improvement. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's/College Degree in any four year course; ○ Priority are candidates with experience in delivery planning and trailer operations; ○ Relevant experience in delivery schedule and dispatch planning and trailer operations is a requirement; ○ Required Skill(s): Delivery Planning, Trailer Operations, MS Excel, Logistics, Process Improvement; ○ Candidate must be meticulous, detail-oriented and has high appreciation for organization, order and accuracy; ○ Willing to extend beyond regular work hours (overtime, holiday, field work); ○ Field work at Batangas port, residents of Batangas that fit above qualifications may find this job to their advantage; ○ Applicants must be willing to work in Santa Rosa 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**

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