



	POSITION	JOB DESCRIPTION	QUALIFICATIONS
INFORMATION SYSTEMS	<p><b>PROGRAMMER</b> (Two slots available)</p>	<ul style="list-style-type: none"> <li>• Designs, codes, tests, corrects and documents moderately complex programs and program modifications from supplied specifications using agreed standards and tools;</li> <li>• Designs test cases and test scripts under own direction, mapping back to pre-determined criteria, recording and repeating outcomes;</li> <li>• Analyses and reports problems/test activities &amp; results;</li> <li>• Identifies and reports issues and risks associated with own work;</li> <li>• Documents changes based on requests for change;</li> <li>• Applies change control procedures;</li> <li>• Conducts status report.</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Computer Science, Information Technology, Computer Engineering or Information Systems</b>;</li> <li>○ At least 1 year of .Net Programming (C#, ASP), web development experience;</li> <li>○ At least 1 year of SQL programming with experience working with SQL Server Integration Services (SSIS) and stored procedures;</li> <li>○ Cascading Style Sheets development;</li> <li>○ Experience in system testing and system audit;</li> <li>○ Must be willing to work in <b>Santa Rosa, Laguna</b>.</li> </ul> <p><b>Technical Skills:</b></p> <ul style="list-style-type: none"> <li>○ Business flowcharting;</li> <li>○ Change Management;</li> <li>○ Programming/Testing Methodologies;</li> <li>○ Software Development Lifecycle;</li> <li>○ Work Breakdown Structure.</li> </ul> <p><b>For Fresh Graduate Applicants:</b></p> <ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Computer Science, Information Technology, Computer Engineering or Information Systems</b>;</li> <li>○ Good academic standing, no failing grades;</li> <li>○ Open to be trained given the post's job description;</li> <li>○ Familiar with .NET programming (C#, ASP), SQL programming &amp; CSS;</li> <li>○ Applicants must be willing to work in <b>Santa Rosa Laguna</b>.</li> </ul>
	<p><b>BUSINESS ANALYST</b> (One slot available)</p>	<ul style="list-style-type: none"> <li>• Systems development management;</li> <li>• Studies business operations;</li> <li>• Elicits, organizes, translates and manages business requirements;</li> <li>• Perform feasibility analysis, scope projects and coordinate with project managers to monitor deliverables and negotiate product functionalities;</li> <li>• Creation of Business Requirement Document (BRD) and translate document to functional specifications;</li> <li>• Provide analytic support by coordinating data extraction from database and interpret extracted data;</li> <li>• Testing integration and functionality tests;</li> <li>• Progress reporting.</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Information Technology, Industrial Engineering or equivalent</b>;</li> <li>○ Good academic standing, no failing grades;</li> <li>○ At least 1 year of .Net Programming (C#, ASP), web development experience;</li> <li>○ At least 1 year of SQL programming with experience working with SQL</li> <li>○ Applicants must be willing to work in <b>Santa Rosa Laguna</b>.</li> </ul> <p><b>Technical Skills:</b></p> <ul style="list-style-type: none"> <li>○ Business flowcharting;</li> <li>○ Change Management;</li> <li>○ Programming/Testing Methodologies;</li> <li>○ Software Development Lifecycle;</li> <li>○ Work Breakdown Structure.</li> </ul>
MARKETING (MAKATI CITY)	<p><b>SALES TRAINING SPECIALIST</b> (Three slots available)</p>	<ul style="list-style-type: none"> <li>• Conducts the following trainings but not limited below: Sales process; Basic Automotive Knowledge Customer Satisfaction;</li> <li>• Monitoring of sales force performance and implementation of incentive programs;</li> <li>• Monitoring of supplier's contract compliance;</li> <li>• Develop supplier evaluation management mechanism;</li> <li>• Develop sales training.</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Management, Industrial Engineering or any Business Course</b>;</li> <li>○ Experience in Sales, Marketing and Training is an advantage;</li> <li>○ With excellent written and verbal communication skills;</li> <li>○ Proficient in Photoshop / Video Editing;</li> <li>○ Willing to extend beyond regular work hours (overtime, holiday, field work);</li> <li>○ Applicants must be willing to work in <b>Makati City</b>.</li> </ul>

	<p style="text-align: center;"><b>SALES PLANNING SPECIALIST</b> (Two slots available)</p>	<ul style="list-style-type: none"> <li>• Strategy Planning;</li> <li>• Marketing Research &amp; Benchmarking;</li> <li>• Preparation of Divisional Reports on Sales &amp; Business Plans;</li> </ul> <p><b>Specific duties:</b></p> <ul style="list-style-type: none"> <li>• Preparation and Consolidation of Overall Sales Strategy;</li> <li>• Consolidate regional Chamber of Automotive Manufacturers in the Philippines (CAMPI) documents;</li> <li>• Preparation of Executive and Divisional Reports;</li> <li>• Creation and reporting of Executive PowerPoint;</li> <li>• Conceptualization of marketing business plans and targets;</li> <li>• Regular progress reporting to the regional office.</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Economics, Business Management, Economics, Commerce or equivalent;</b></li> <li>○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint);</li> <li>○ With excellent written and verbal communication skills;</li> <li>○ Willing to extend beyond regular work hours (overtime, holiday, field work);</li> <li>○ Fresh graduates are welcome to apply; relevant working experience is an advantage;</li> <li>○ Applicants must be willing to work in <b>Makati City</b>.</li> </ul>
	<p style="text-align: center;"><b>TCUV AREA OPERATIONS SPECIALIST</b> (One slot available)</p>	<ul style="list-style-type: none"> <li>• Monitor dealer Key Performance Indicators (KPI), compliance with policies and SOPs;</li> <li>• Conduct regular visit and performance evaluation of dealer operations;</li> <li>• Identify performance challenges, problem analysis, and improvement areas;</li> <li>• Implement and manage special projects;</li> <li>• Preparation and presentation of regular reports and concept papers for management meetings.</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Economics, Business Management, Industrial Engineering or equivalent;</b></li> <li>○ Strong analytical and planning skills;</li> <li>○ Excellent problem-solving and project management skills;</li> <li>○ Good communication and presentation skills (oral &amp; written);</li> <li>○ Proficient in the creation of process flows, charts, and graphs;</li> <li>○ Highly adept in the use of Microsoft Excel, Visio and data visualization tools;</li> <li>○ Must be willing to travel, render overtime and Saturday work;</li> <li>○ Applicants must be willing to work in <b>Makati City</b>.</li> </ul>
<b>MARKETING (SANTA ROSA)</b>	<p style="text-align: center;"><b>NATIONAL TECHNICAL LEADER</b> (One slot available)</p>	<ul style="list-style-type: none"> <li>• Provide support on hard to diagnose or repair cases to dealers;</li> <li>• Attend quickly to newly found quality issues conveyed by dealers;</li> <li>• Formulate field fix on vehicle concerns through RSR (Repair Support Request);</li> <li>• Initiate activities prior to new model launching to assure product quality;</li> <li>• Certification of v2nd hand vehicles for used car business;</li> <li>• Conduct Training Module and Refresher course for Dealer Technical Leader;</li> <li>• Assist dealer in formulating Field Fix for concerns;</li> <li>• Coordination of Product Quality Issues.</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Mechanical Engineering, Industrial Engineering or Automotive Technology;</b></li> <li>○ Must possess administration, planning and management skills;</li> <li>○ Excellent oral and written communication</li> <li>○ Good data analysis;</li> <li>○ Good interpersonal skills;</li> <li>○ Basic/Advance Automotive Knowledge;</li> <li>○ Technical Report Writing/Presentation;</li> <li>○ Proficient in MS Office (Word, Excel, PowerPoint);</li> <li>○ Applicants must be willing to work in <b>Santa Rosa Laguna</b>.</li> </ul>
	<p style="text-align: center;"><b>GENERAL JOB TECHNICAL TRAINER</b> (One slot available)</p>	<ul style="list-style-type: none"> <li>• In-charge of the enhancement &amp; development of dealer workshop technician &amp; other technical personnel thru training;</li> <li>• Develop A3 reports such as concept paper, product proposal, etc.</li> <li>• Conduct trainings</li> <li>• Monitor technician skills mix of assigned dealers</li> <li>• Regular coordination with dealer in-house trainers or service managers</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Automotive Technology or equivalent;</b></li> <li>○ Must possess administration, planning and management skills;</li> <li>○ Excellent oral and written communication</li> <li>○ Good data analysis;</li> <li>○ Good interpersonal skills;</li> <li>○ Basic/Advance Automotive Knowledge;</li> <li>○ Technical Report Writing/Presentation;</li> <li>○ Proficient in MS Office (Word, Excel, PowerPoint);</li> <li>○ Applicants must be willing to work in <b>Santa Rosa Laguna</b>.</li> </ul>
<b>GENERAL ADMINISTRATION</b>	<p style="text-align: center;"><b>SAFETY ENGINEER</b> (One slot available)</p>	<ul style="list-style-type: none"> <li>• Conduct companywide Safety patrol;</li> <li>• Working environment measurement implementation;</li> <li>• Create, establish &amp; implement guidelines for road safety;</li> <li>• Create, establish &amp; implement guidelines for machine &amp; construction safety;</li> <li>• Facilitate OSH training;</li> <li>• <b>Monitor and coordinate compliance to Occupational Safety &amp; Health requirements:</b> <ul style="list-style-type: none"> <li>• OSH standard of the Philippines;</li> <li>• Fire Code of the Philippines;</li> <li>• TDEM Safety Requirements;</li> </ul> </li> <li>• <b>Facilitate accident prevention activities:</b> <ul style="list-style-type: none"> <li>• Perform safety patrol &amp; Risk Management activities;</li> <li>• Conduct accident / incident investigation;</li> <li>• Monitor &amp; consolidate data and create health performance report.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's/College Degree in <b>Mechanical Engineering or Electrical Engineering;</b></li> <li>○ With excellent written and verbal communication skills;</li> <li>○ Willing to extend beyond regular work hours (overtime, holiday, field work);</li> <li>○ Capable of understanding engineering drawings &amp; technical specs;</li> <li>○ Well versed about OHS standards;</li> <li>○ Experience in handling safety related activities is an advantage;</li> <li>○ Have excellent oral and written English communication skills;</li> <li>○ Applicants must be willing to work in <b>Santa Rosa Laguna</b>.</li> </ul>

	<p><b>TEAM RELATIONS STAFF</b> (One slot available)</p>	<ul style="list-style-type: none"> <li>Facilitate conflict resolution meetings;</li> <li>Attend team members' queries &amp; concerns;</li> <li>Conduct coaching, counselling &amp; exit interviews;</li> <li>Conduct workplace visit &amp; ;</li> <li>Facilitate feedback sessions to team members &amp; management;</li> <li>Home, hospitals &amp; funeral visitations;</li> <li>In-charge of data management &amp; report generation;</li> <li>In-charge in the preparation &amp; coordination of the monthly Birthday Luncheon with the president.</li> </ul>	<ul style="list-style-type: none"> <li>Must have a Bachelor's Degree in <b>Psychology, Theology or Human Resource Management</b>;</li> <li>Must possess administration, planning, analytical skills and management skills;</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>Willing to work on extended hours and go on official business trips;</li> <li>Must be willing to work in <b>Santa Rosa, Laguna</b>.</li> </ul>
<b>PURCHASING</b>	<p><b>PURCHASING BUYER</b> (Two slots available)</p>	<ul style="list-style-type: none"> <li>Sourcing &amp; pricing of direct materials;</li> <li>Cost planning;</li> <li>Conduct annual price review;</li> <li>Preparation of commodity strategy for future models;</li> <li>Risk management of parts distribution in case of calamities;</li> <li>Negotiate with suppliers ;</li> <li>Cost reduction formulation;</li> <li>Processing of purchase requisitions;</li> <li>Visualization of current supply chain tree for existing local parts.</li> </ul>	<ul style="list-style-type: none"> <li>Must have a Bachelor's/College Degree in <b>Industrial Engineering, Mechanical Engineering, Economics or any Management Related Course</b>;</li> <li>Fresh graduates/Entry level applicants are welcome to apply;</li> <li>Basic knowledge in Finance &amp; Economics;</li> <li>Basic knowledge in using SAP is an advantage;</li> <li>With excellent written and verbal communication skills;</li> <li>Willing to extend beyond regular work hours (overtime, holiday, field work);</li> <li>Have excellent oral and written English communication skills;</li> <li>Applicants must be willing to work in <b>Santa Rosa Laguna</b>.</li> </ul>
<b>MANUFACTURING</b>	<p><b>PRODUCTION ENGINEER</b> (Two slots available)</p>	<ul style="list-style-type: none"> <li>Provide technical assistance and know-how for Welding Shop process;</li> <li>Monitor welding shop process KPIs and assist in technical activities;</li> <li>Engineering project planning and new model product preparation;</li> <li>Project management, process improvement and production support;</li> <li>Develop project proposal sheets;</li> <li>Preparation of progress and update reports.</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>Able to interpret technical drawings, mechanical designs, and engineering computation;</li> <li>Can easily understand measurements, drawings, and layouts;</li> <li>Can analyse, measure and manage risk factors;</li> <li>Adept in the three-dimensional coordinate system;</li> <li>Proficient in the use of AutoCAD, CATIA, Pro-Model, and Mini-Tab;</li> <li>Relevant experience in design works and manufacturing operations is an advantage;</li> <li>Applicants must be willing to work in <b>Santa Rosa Laguna</b>.</li> </ul>
<b>OFFICE OF THE PRESIDENT</b>	<p><b>PORT DISPATCH PLANNER</b> (Three slots available)</p>	<ul style="list-style-type: none"> <li>Reform Transport Operations for all Toyota Delivery Areas in the Philippines;</li> <li>Create daily trailer diagram schedule according to Production requirements or priority;</li> <li>Ensure appropriate resources are set and well-coordinated with each Logistics Service Provider;</li> <li>Determine vehicle priority and nature of request for immediate feedback to all concerned members;</li> <li>Maintain complete and accurate records, logs and reports for daily trailer instructions;</li> <li>Establish and propose risk management programs for systems development for continuous process improvement.</li> </ul>	<ul style="list-style-type: none"> <li>Must have a Bachelor's/College Degree in <b>any four year course</b>;</li> <li>Priority are candidates with experience in delivery planning and trailer operations;</li> <li>Relevant experience in delivery schedule and dispatch planning and trailer operations is a requirement;</li> <li>Required Skill(s): Delivery Planning, Trailer Operations, MS Excel, Logistics, Process Improvement;</li> <li>Candidate must be meticulous, detail-oriented and has high appreciation for organization, order and accuracy;</li> <li>Willing to extend beyond regular work hours (overtime, holiday, field work);</li> <li>Field work at Batangas port, residents of Batangas that fit above qualifications may find this job to their advantage;</li> <li>Applicants 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)  
**ALL VACANCIES ARE ALSO POSTED ON THE FOLLOWING WEBSITES:** [www.jobstreet.com](http://www.jobstreet.com)  
[www.kalibrr.com](http://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**  
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