

CAREER POSSIBILITIES

Updated as of September 2017

	POSITION	JOB DESCRIPTION	QUALIFICATIONS
INFORMATION SYSTEMS	<p>IT OPERATIONS SPECIALIST (One slot available)</p>	<ul style="list-style-type: none"> Installing and upgrading the database server and application tools; Allocating system storage and planning future storage requirements for database system; Modifying database structure as necessary from information given by application developers; Enrolling users and maintaining system security; Ensuring compliance with database vendor license agreement; Controlling and monitoring of user access to database; Planning for backup and recovery of database information; Maintaining archived data; Contacting database vendor for technical support; Generating various reports by querying from database. 	<ul style="list-style-type: none"> Must have a Bachelor's Degree in Information Technology, Computer Engineering, or Information Systems; Knowledge of database theory and design; Knowledge about RDBMS, structured query language; General understanding of distributed computing architectures, operating systems (Windows/Linux), storage technologies and networking General knowledge of routine maintenance, recovery and handling failover of a database; Able to perform the following: <ul style="list-style-type: none"> Database administration and performance tuning; Perform backup and restore; Implement recovery procedures; Conduct system backups; Ensure technical and functional designs meet business requirements; Must be willing to work in Santa Rosa, Laguna <p>For Fresh Graduate Applicants:</p> <ul style="list-style-type: none"> Must have a Bachelor's Degree in Information Technology, Computer Engineering or Information Systems; Good academic standing, no failing grades; Open to be trained given the post's job description; Must be willing to work in Santa Rosa, Laguna
	<p>PROGRAMMER (Nine 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; Must be willing to work in Santa Rosa, Laguna.
	<p>SYSTEM QUALITY ASSURANCE SPECIALIST (One slot available)</p>	<ul style="list-style-type: none"> Implement projects related to system quality improvement activities; Develop policy and guidelines pertaining to system quality assurance activities; coordinate with system project owners related to system quality testing activities; Conduct system testing; Review documents and prepare test scripts and scenarios. 	<ul style="list-style-type: none"> Must have a Bachelor's Degree in Computer Science, Information Technology, Computer Engineering or Information Systems; Must have programming experience; Strong knowledge in systems development cycle; Experience in system testing and system audit; Familiar with Windows 7 or higher, Microsoft .Net platform (VB.net, C#), SQL server 2008 or higher, Subversion source code control and Btrack bug tracking tool; Must be willing to work in Santa Rosa, Laguna. <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 Windows 7 or higher, Microsoft .Net platform (VB.net, C#), SQL server 2008 or higher, Subversion source code control and Btrack bug tracking tool; Must be willing to work in Santa Rosa, Laguna.

MARKETING (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 Degree in Marketing, Business Administration / Management or equivalent; ○ Experience in Sales Distribution, Area or Territory Sales Management is an advantage; ○ Fresh graduates/Entry level applicants are welcome to apply; ○ Excellent interpersonal, written, and oral English communication skills; ○ Must possess good customer-service orientation; ○ Applicants must be willing to work in Makati City.
	<p>PR & MEDIA SPECIALIST (One slots available)</p>	<ul style="list-style-type: none"> • Conceptualize marketing strategies; • Handle / Manage global, regional and local campaigns; • Brand Management; • Handle event coordination and implementations. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Management or any Business Course; ○ Fresh graduates/Entry level applicants are welcome to apply; ○ With excellent written and verbal communication skills; ○ Willing to extend beyond regular work hours (overtime, holiday, field work); ○ Must be willing to work in Makati City.
	<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); ○ Must be willing to work in Makati City.
MARKETING (SANTA ROSA CITY)	<p>AREA OFFICER (One slot available)</p>	<ul style="list-style-type: none"> • Consultant to dealer service and parts operations (creation of marketing plans, evaluation and planning of daily activities); • Travel to assigned dealerships, with possibility of nation-wide frequent travel; • Evaluation of dealer training needs and recommendation of appropriate training programs; • Ensures compliance to corporate policies and standard delivered procedures internally and externally; • Customer complaint resolution; • Promote cooperation and teamwork between Service, Parts, Technical and Sales departments. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Industrial Engineering or Business Administration; ○ 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.
	<p>TECHNICAL SERVICE ENGINEER (One slot available)</p>	<ul style="list-style-type: none"> • Facilitate field technical handling for product quality improvement; • Support new model introduction activities • Organize and facilitate activities related to market impact to support product quality improvement • Promote nationwide activities; • Facilitate new model introduction activities for assigned model; 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Mechanical Engineering or Automotive Technology ○ 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); ○ Preferably with basic automotive knowledge ○ Must be willing to work in Santa Rosa, Laguna.
MANUFACTURING	<p>PRODUCTION ENGINEER (Two slots slot available)</p>	<ul style="list-style-type: none"> • Provide technical assistance in paint shop processes; • Monitor program's Key Performance Indicators (KPIs) and update reports; • Reduce and eliminate safety risk in assigned process • Develop cost reduction activities 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Mechanical Engineering, Chemical Engineering or Electrical 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.
GENERAL ADMINISTRATION	<p>BUILDING & MAINTENANCE ENGINEER (One slot available)</p>	<ul style="list-style-type: none"> • Prepare and implement building maintenance programs • Implement building repair and maintenance policies • Conduct and monitor annual preventive maintenance schedule for facilities and equipment • Monitor and update project boards and provide regular feedback to concerned officers and departments 	<ul style="list-style-type: none"> ○ Bachelor's Degree in Civil Engineering or Mechanical Engineering; ○ Licensed Civil Engineer or Mechanical Engineer ○ 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); ○ Basic knowledge in PMS (Preventive Maintenance System) program and computer aided project scheduling tools; ○ 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

*** TMP ACCEPTS INTERNSHIP APPLICANTS!**

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
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
You may visit Toyota Motor Philippines Corporation
profile on the following websites:
www.jobstreet.com
www.kalibrr.com