

WANT YOUR CAREER TO MOVE FORWARD WITH TOYOTA? CAREER POSSIBILITIES

Updated as of November 2016



	POSITION	JOB DESCRIPTION	QUALIFICATIONS
INFORMATION SYSTEMS	QUALITY MANAGEMENT AND ADMINISTRATION SPECIALIST (One slot available)	<ul style="list-style-type: none"> • Ensure compliance with regional & industry standards for the whole Information Systems Department • Ensure compliance with System Version Control • Ensure usage of Bug Tracking System • Collect, collate and examine records as part of specified testing strategies for evidence of compliance with management directives, or the identification of abnormal occurrences • Analyze evidence collated and drafts part or all of formal reports commenting on the conformance found to exist in the reviewed part of an information systems environment • Investigate and document the internal control of specified aspects of automated or partly automated processes, and assesses compliance with the relevant standard • Control, update and distribute new and revised quality standards, including technical changes 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Industrial Engineering, Computer Science or Information Technology. ○ Must have at least 2 years of experience handling process mapping and documentation, and/or at least 2 years of experience in handling internal audit in a computer software firm ○ Familiar with Conformance Review ○ Like to analyse and prepare reports ○ Hold standards and compliance of high interest and importance. ○ Possess advanced skills in MS Office ○ Have at least 1 year experience using Software Version Control or equivalent ○ Have at least 1 year experience using Issue Tracking System or similar application ○ With excellent written and verbal communication skills ○ Must be willing to work in Santa Rosa, Laguna (shuttle service provided by company)
COMPTROLLERSHIP	SENIOR TAX SPECIALIST (One slot available)	<ul style="list-style-type: none"> • 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 • 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 • Negotiate and resolve income tax audit issues directly with government representatives with management direction • Tax returns, MAP, SAWT and ORB processing and filing; Tax analysis; Strategy Formulation; Tax rate verification; Revenue Audit Compliance 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Accountancy ○ Must be a Certified Public Accountant ○ With high knowledge and proficiency on tax rules, regulations and accounting standards ○ At least 3 - 4 years of working experience in tax or audit field is required for this position ○ Have excellent interpersonal and English communication skills ○ Must be willing to work in Santa Rosa, Laguna (shuttle service provided by company)
MARKETING (MAKATI CITY)	AREA OPERATIONS SPECIALIST (One slot available)	<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
	PRODUCT PLANNING SPECIALIST (Two slots available)	<ul style="list-style-type: none"> • Market Research and Product Pricing • Vehicle Planning & Management • Brand Marketing & Project Planning • Competitor analysis, Benchmarking 	<ul style="list-style-type: none"> ○ Must have a Bachelor's/College Degree in Business Studies/Administration/Management, Economics, Marketing or equivalent ○ 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 ○ Fresh graduates/Entry level applicants are welcome to apply ○ Applicants must be willing to work in Makati City
	FRANCHISE DEVELOPMENT SPECIALIST (One slot available)	<ul style="list-style-type: none"> • Formulates and implements mid and long-term expansions for the dealer network • Planning and monitoring of projects in the Dealer Facility Improvement Program • Monitor Dealer compliance to franchise policies • Preparation of concept papers and proposals • Performs market study and system/work flow analysis 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Industrial Engineering or Economics ○ Has excellent in business communication and good interpersonal skills. ○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint) ○ Work experience is desired but not required ○ Willing to extend work hours and travel regularly ○ Fresh graduates are encouraged to apply ○ Applicants must be willing to work in Makati City

	<p align="center">BUSINESS & ADMINISTRATION SUPPORT SPECIALIST (One slot available)</p>	<ul style="list-style-type: none"> • Responsible for evaluating dealers' financial performance, recommending and monitoring improvements • Planning and implementation of improvement projects related to dealer systems • Evaluation of financial performance of dealers • Monitoring of compliance of dealers to TMP policies and requirements 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Accountancy, Accounting / Financial Management and/or other relevant courses ○ Certified Public Accountant license is preferred but not required ○ Fresh graduates/Entry level applicants are welcome to apply ○ Possesses excellent interpersonal and communication skills ○ Related work experience is an advantage but not required ○ Applicants must be willing to work in Makati City
<p align="center">MARKETING (SANTA ROSA CITY)</p>	<p align="center">SERVICE PARTS MANAGEMENT ENGINEER (One slot available)</p>	<ul style="list-style-type: none"> • Dealer assistance with Parts technical inquiries. • Management of Past Model Service Parts (training on parts and parts numbers will be provided) • Project management for roll-out to affiliates • Parts monitoring, processing and planning • Parts system operation 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Mechanical or Industrial Engineering ○ Must possess basic understanding of and interest in Automobile & Automotive Parts ○ Excellent communication and interpersonal skills ○ Can deal with all levels of people inside and outside the organization. ○ Patient. Capable to manage customer requests and concerns ○ Proficient in the use of Microsoft Office applications (i.e., MS Word, Excel, and PowerPoint) ○ Must be organized, and have keen eye for details ○ Accommodating, customer-focused, and have a positive disposition. ○ Fresh graduates with general understanding of vehicle parts and component functions are welcome to apply ○ Must be willing to work in Santa Rosa, Laguna (shuttle service provided by company)
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*** 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

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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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