



	POSITION	JOB DESCRIPTION	QUALIFICATIONS
INFORMATION SYSTEMS	<b>PROGRAMMER</b> (One slot available)	<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>
	<b>BUSINESS ANALYST</b> (One slot available)	<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 (SANTA ROSA)	<b>GENERAL JOB TECHNICAL TRAINER</b> (One slot available)	<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>MANUFACTURING</b>	<b>TRAINING ADMINISTRATOR</b> (One slot available)	<ul style="list-style-type: none"> <li>• Manage plant tour activities and events</li> <li>• Maintain, monitor and modify existing database content method and procedures used for data generation</li> <li>• Monitor training schedules</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Commerce, Business Administration or Operations 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>○ Knowledgeable in Technical Writing &amp; Presentation;</li> <li>○ Must be willing to work in <b>Santa Rosa, Laguna.</b></li> </ul>
<b>OFFICE OF THE PRESIDENT</b>	<b>INTERNAL AUDITOR</b> (One slot available)	<ul style="list-style-type: none"> <li>• Performing audit activities based on annual plans</li> <li>• Monitoring of confirmed audit findings/recommendations</li> <li>• Internal auditing / Risk-based auditing</li> <li>• Process review and operations assessment</li> <li>• Financial reports preparation</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's/College Degree in <b>Accountancy;</b></li> <li>○ Must be a Certified Public Accountant;</li> <li>○ Preferably with related work experience in Audit (1 year to 3 years);</li> <li>○ Possesses good communication and interpersonal skills;</li> <li>○ Must be willing to render overtime and do field work from time to time;</li> <li>○ Applicants must be willing to work in <b>Santa Rosa Laguna.</b></li> </ul>
<b>PURCHASING</b>	<b>PURCHASING BUYER</b> (One slot available)	<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>

<p><b>Qualified applicants may send their application to the following websites:</b></p> <p><b>Jobstreet:</b> <a href="https://www.jobstreet.com.ph/en/job-search/jobs-at-toyota-motor-philippines-corporation/">https://www.jobstreet.com.ph/en/job-search/jobs-at-toyota-motor-philippines-corporation/</a></p> <p><b>Kalibrr:</b> <a href="https://www.kalibrr.com/c/toyota-motors-philippines-corporation/jobs">https://www.kalibrr.com/c/toyota-motors-philippines-corporation/jobs</a></p>	<p><b>RECRUITMENT SECTION</b>  <b>HUMAN RESOURCES MANAGEMENT</b>  <b>TOYOTA MOTOR PHILIPPINES CORPORATION</b>  Santa Rosa-Tagaytay Highway, Sta. Rosa City, Laguna, Laguna 4026  Tel No: (+632) 825-8888 / (+49) 541-3020 local 8169/8170  Fax: (+632) 8435799  Email Address: <a href="mailto:find.fulfillment@toyota.com.ph">find.fulfillment@toyota.com.ph</a>  Website: <a href="http://www.toyota.com.ph">www.toyota.com.ph</a></p>
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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](mailto:find.fulfillment@toyota.com.ph) or call (02)825-8888 and look for OJT in-charge, Mr. Jonathan Roxas to inquire slot availability as it is on a first apply, first served basis.

