<table>
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<th>POSITION</th>
<th>JOB DESCRIPTION</th>
<th>QUALIFICATIONS</th>
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<tr>
<td>PROGRAMMER (One slot available)</td>
<td>• 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 &amp; 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.</td>
<td>o Must have a Bachelor’s Degree in Computer Science, Information Technology, Computer Engineering or Information Systems; o At least 1 year of .Net Programming (C#, ASP), web development experience; o At least 1 year of SQL programming with experience working with SQL Server Integration Services (SSIS) and stored procedures; o Cascading Style Sheets development; o Experience in system testing and system audit; o Must be willing to work in Santa Rosa, Laguna. Technical Skills: o Business flowcharting; o Change Management; o Programming/Testing Methodologies; o Software Development Lifecycle; o Work Breakdown Structure. For Fresh Graduate Applicants: o Must have a Bachelor’s Degree in Computer Science, Information Technology, Computer Engineering or Information Systems; o Good academic standing, no failing grades; o At least 1 year of .Net Programming (C#, ASP), web development experience; o At least 1 year of SQL programming with experience working with SQL; o Applicants must be willing to work in Santa Rosa, Laguna.</td>
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<td>BUSINESS ANALYST (One slot available)</td>
<td>• Systems development management; • Studies business operations; • Elicits, organizes, translates and manages business requirements; • Perform feasibility analysis, scope projects and coordinate with project managers to monitor deliverables and negotiate product functionalities; • Creation of Business Requirement Document (BRD) and translate document to functional specifications; • Provide analytic support by coordinating data extraction from database and interpret extracted data; • Testing integration and functionality tests; • Progress reporting.</td>
<td>o Must have a Bachelor’s Degree in Information Technology, Industrial Engineering or equivalent; o Good academic standing, no failing grades; o At least 1 year of .Net Programming (C#, ASP), web development experience; o At least 1 year of SQL programming with experience working with SQL; o Applicants must be willing to work in Santa Rosa, Laguna. Technical Skills: o Business flowcharting; o Change Management; o Programming/Testing Methodologies; o Software Development Lifecycle; o Work Breakdown Structure.</td>
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<tr>
<td>GENERAL JOB TECHNICAL TRAINER (One slot available)</td>
<td>• In-charge of the enhancement &amp; development of dealer workshop technician &amp; other technical personnel thru training; • Develop A3 reports such as concept paper, product proposal, etc.; • Conduct trainings • Monitor technician skills mix of assigned dealers • Regular coordination with dealer in-house trainers or service managers</td>
<td>o Must have a Bachelor’s Degree in Automotive Technology or equivalent; o Must possess administration, planning and management skills; o Excellent oral and written communication; o Good data analysis; o Good interpersonal skills; o Basic/Advance Automotive Knowledge; o Technical Report Writing/Presentation; o Proficient in MS Office (Word, Excel, PowerPoint); o Applicants must be willing to work in Santa Rosa, Laguna.</td>
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### MANUFACTURING

**TRAINING ADMINISTRATOR**  
(One slot available)  
- Manage plant tour activities and events  
- Maintain, monitor and modify existing database content method and procedures used for data generation  
- Monitor training schedules  
- Must have a Bachelor's Degree in Commerce, Business Administration or Operations Management;  
- Must possess administration, planning, analytical skills and management skills;  
- 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);  
- Knowledgeable in Technical Writing & Presentation;  
- Must be willing to work in Santa Rosa, Laguna.

### OFFICE OF THE PRESIDENT

**INTERNAL AUDITOR**  
(One slot available)  
- Performing audit activities based on annual plans  
- Monitoring of confirmed audit findings/recommendations  
- Internal auditing / Risk-based auditing  
- Process review and operations assessment  
- Financial reports preparation  
- Must have a Bachelor's/College Degree in Accountancy;  
- Must be a Certified Public Accountant;  
- Preferably with related work experience in Audit (1 year to 3 years);  
- Possesses good communication and interpersonal skills;  
- Must be willing to render overtime and do field work from time to time;  
- Applicants must be willing to work in Santa Rosa Laguna.

### PURCHASING

**PURCHASING BUYER**  
(One slot available)  
- 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.  
- 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.

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Qualified applicants may send their application to the following websites:  
**Kalibrr:** [https://www.kalibrr.com/c/toyota-motors-philippines-corporation/jobs](https://www.kalibrr.com/c/toyota-motors-philippines-corporation/jobs)

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**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 local 8169/8170  
Fax: (+632) 8435799  
Email Address: [find.fulfillment@toyota.com.ph](mailto:find.fulfillment@toyota.com.ph)  
Website: [www.toyota.com.ph](http://www.toyota.com.ph)

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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.