

WANT YOUR CAREER TO MOVE FORWARD WITH TOYOTA?

CAREER POSSIBILITIES

Updated as of September 2018

	POSITION	JOB DESCRIPTION	QUALIFICATIONS
INFORMATION SYSTEMS	PROGRAMMER (One slot available)	<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; ○ Applicants must be willing to work in Santa Rosa Laguna.
	BUSINESS ANALYST (One slot available)	<ul style="list-style-type: none"> ○ 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. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Information Technology, Industrial Engineering or equivalent; ○ Good academic standing, no failing grades; ○ At least 1 year of .Net Programming (C#, ASP), web development experience; ○ At least 1 year of SQL programming with experience working with SQL ○ Applicants 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.
OFFICE OF THE PRESIDENT	INTERNAL AUDITOR (One slot available)	<ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> ○ 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.

MARKETING (SANTA ROSA)	<p>AREA OFFICER (One slot available)</p>	<ul style="list-style-type: none"> ○ Certify dealers for Toyota Service Management Kodawari (Standardization) ○ Monitor dealer compliance to 5S and Safety standards ○ Monitor Dealer Compliance to Periodic Maintenance Menu ○ Guidance and assessment of Dealer improvement activities ○ Improvement of Maintenance Reminder System at dealer ○ Audit Dealer Operations ○ Reporting on After-sales performance analysis (monthly) ○ Monitoring Implemented Dealer Business Plan 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Industrial Engineering, Management Engineering or equivalent engineering course; ○ Must possess data analysis, planning and project management skills; ○ Excellent oral and written communication ○ Good data analysis; ○ Good interpersonal skills; ○ Automotive After-sales operations knowledge or experience is an advantage; ○ Experience in the Customer Service Industry is also an advantage; ○ Proficient in Report Writing/Presentation; ○ Proficient in MS Office (Word, Excel, PowerPoint); ○ Applicants must be willing to work in Santa Rosa Laguna.
	<p>GENERAL JOB TECHNICAL TRAINER (One slot available)</p>	<ul style="list-style-type: none"> ○ In-charge of the enhancement & development of dealer workshop technician & 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 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Automotive Technology or equivalent; ○ Must possess administration, planning and management skills; ○ Excellent oral and written communication ○ Good data analysis; ○ Good interpersonal skills; ○ Basic/Advance Automotive Knowledge; ○ Technical Report Writing/Presentation; ○ Proficient in MS Office (Word, Excel, PowerPoint); ○ Applicants must be willing to work in Santa Rosa Laguna.

<p>Qualified applicants may send their application to the following websites:</p> <p>JobStreet.com https://www.jobstreet.com.ph/en/job-search/jobs-at-toyota-motor-philippines-corporation/</p> <p>Kalibrr https://www.kalibrr.com/c/toyota-motors-philippines-corporation/jobs</p>	<p>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 Website: www.toyota.com.ph</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 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.