## INFORMATION SYSTEMS

### PROGRAMMER
(One slot available)

- 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 predetermined 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.

### BUSINESS ANALYST
(One slot available)

- Systems development management;
- Studies business operations;
- Elicits, organizes, translates and manages business requirements;
- Performs 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.

### 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

### QUALIFICATIONS

- 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.

### Technical Skills:

- Business flowcharting;
- Change Management;
- Programming/Testing Methodologies;
- Software Development Lifecycle;
- Work Breakdown Structure.

### For Fresh Graduate Applicants:

- 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.

## 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.
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<th>MARKETING (SANTA ROSA)</th>
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| **AREA OFFICER**  
(One slot available) |
| o Certify dealers for Toyota Service Management Kodawari (Standardization)  
o Monitor dealer compliance to 5S and Safety standards  
o Monitor Dealer Compliance to Periodic Maintenance Menu  
o Guidance and assessment of Dealer improvement activities  
o Improvement of Maintenance Reminder System at dealer  
o Audit Dealer Operations  
o Reporting on After-sales performance analysis (monthly)  
o Monitoring Implemented Dealer Business Plan  
o Must have a Bachelor’s Degree in *Industrial Engineering, Management Engineering* or equivalent engineering course;  
o Must possess data analysis, planning and project management skills;  
o Excellent oral and written communication  
o Good data analysis;  
o Good interpersonal skills;  
o Automotive After-sales operations knowledge or experience is an advantage;  
o Experience in the Customer Service Industry is also an advantage;  
o Proficient in Report Writing/Presentation;  
o Proficient in MS Office (Word, Excel, PowerPoint);  
o Applicants must be willing to work in Santa Rosa Laguna. |

| **GENERAL JOB TECHNICAL TRAINER**  
(One slot available) |
| o In-charge of the enhancement & development of dealer workshop technician & other technical personnel thru training;  
o Develop A3 reports such as concept paper, product proposal, etc.  
o Conduct trainings  
o Monitor technician skills mix of assigned dealers  
o Regular coordination with dealer in-house trainers or service managers  
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. |

Qualified applicants may send their application to the following websites:

**JobStreet.com**

**Kalibrr**
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  
Website: www.toyota.com.ph

* **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.