

## WANT YOUR CAREER TO MOVE FORWARD WITH TOYOTA?

### CAREER POSSIBILITIES

Updated as of November 2018

	POSITION	JOB DESCRIPTION	QUALIFICATIONS
<b>INFORMATION SYSTEMS</b>	<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>
<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>○ <b>Must be a Certified Public Accountant (CPA)</b>;</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>COMPTROLLERSHIP</b>	<b>COST ACCOUNTANT</b> (One slot available)	<ul style="list-style-type: none"> <li>○ Planning, Studying, and collecting data to determine costs of business activity such as raw material purchases, inventory and labor;</li> <li>○ Analyzing data collected and recording results;</li> <li>○ Perform month-end closing entries and costing;</li> <li>○ Preparation of journal entries and analysis of accounts;</li> <li>○ Perform physical inventory counts and overhead expense analysis;</li> <li>○ Preparation of billings and request for payments to suppliers and dealers;</li> <li>○ Process insurance claims and reimbursement to third party logistics.e.</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's/College Degree in <b>Accountancy</b>;</li> <li>○ <b>Must be a Certified Public Accountant (CPA)</b>;</li> <li>○ Relevant job experience in Cost Accounting is preferred but not required;</li> <li>○ Has good customer service orientation and interpersonal skills;</li> <li>○ Knowledge in SAP is an advantage;</li> <li>○ Open to fresh graduates. Certifications such as RCA or CIA are ideal;</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>MARKETING (SANTA ROSA)</b>	<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>MANUFACTURING PROCESS ANALYST</b> (One slot available)	<ul style="list-style-type: none"> <li>○ Conduct internal audit on Plant Self-reliance requirements for Safety, Cost, Productivity and Environment;</li> <li>○ Conduct ISO internal audit of manufacturing process related to Safety, Cost, Productivity and Environment;</li> <li>○ Conduct Go and See / Line Side Activity to collect data for audit preparation;</li> <li>○ Prepare and report-out audit results;</li> <li>○ Prepare systems and database for audit;</li> <li>○ Facilitate orientation to shop floor of audit procedures and assessment results.</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Industrial Engineering</b> or any equivalent course with high interest in data analysis;</li> <li>○ Strong statistical analyses and planning skills;</li> <li>○ Strong data monitoring and data analysing skills;</li> <li>○ Keen eye on details and high-quality orientation;</li> <li>○ Good communication and presentation skills;</li> <li>○ Excellent problem-solving skills;</li> <li>○ Advanced level in Microsoft Excel and Powerpoint;</li> <li>○ At least 2 years' experience in conducting internal plant audit; preferably with experience in ISO internal audit for Safety and Environment in production / manufacturing areas;</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>

Qualified applicants may send their application to the following websites:

**JobStreet.com**

<https://www.jobstreet.com.ph/en/job-search/jobs-at-toyota-motor-philippines-corporation/>

**Kalibrr**

<https://www.kalibrr.com/c/toyota-motors-philippines-corporation/jobs>

**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)

**\* 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.