

## WANT YOUR CAREER TO MOVE FORWARD WITH TOYOTA?

### CAREER POSSIBILITIES

Updated as of January 2019

	POSITION	JOB DESCRIPTION	QUALIFICATIONS
OFFICE OF THE PRESIDENT	<b>INTERNAL AUDITOR</b>	<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>
MARKETING (MAKATI)	<b>SALES PLANNING SPECIALIST</b>	<ul style="list-style-type: none"> <li>○ Responsible for overall demand and supply monitoring and management;</li> <li>○ Coordination with internal departments to resolve supply issues;</li> <li>○ Forecasting of total company sales and entire auto industry sales;</li> <li>○ Monitoring of competitor sales and movements;</li> <li>○ Strategy planning and marketing research;</li> <li>○ Preparation of Divisional Reports on Sales &amp; Business Plans;</li> <li>○ Prepare and Consolidate Overall Sales Strategy;</li> <li>○ Consolidate regional CAMPI documents;</li> <li>○ Prepare Executive and Divisional Reports;</li> <li>○ Executive PowerPoint;</li> <li>○ Marketing Business Plans and targets;</li> <li>○ Reports to the regional office.</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Economics, Industrial Engineering, Statistics</b> or <b>equivalent</b>;</li> <li>○ Fresh graduates are welcome to apply; relevant working experience is an advantage;</li> <li>○ Preferably with knowledge and/or experience in Supply Chain Management;</li> <li>○ Must be proficient in using MS Office programs, particularly Excel;</li> <li>○ Must possess excellent communication and presentation skills;</li> <li>○ Must be willing to work in <b>Makati City</b>.</li> </ul>
	<b>BUSINESS PROCESS SUPPORT STAFF</b>	<ul style="list-style-type: none"> <li>○ Dealer Management System implementation and support ( System configuration, End user training, Data cutover, Live start support);</li> <li>○ Conduct refresher trainings and competency checks;</li> <li>○ Provide onsite support and system health checks;</li> <li>○ Design and implement enhancements and integrate new projects into the system;</li> <li>○ Develop process improvement in certain areas to enhance usability and functionality;</li> <li>○ Minimum Qualifications.</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Management, Finance, Engineering</b> or <b>Information Technology</b>;</li> <li>○ Experience in SAP Financial Accounting and Controlling (FICO) is preferable;</li> <li>○ Must have good customer-service orientation and coordination skills;</li> <li>○ Has good communication and presentation skills;</li> <li>○ Excellent analytical and problem-solving skills;</li> <li>○ Must be willing to work in <b>Makati City</b>.</li> </ul>
MANUFACTURING	<b>MANUFACTURING PROCESS ANALYST</b>	<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>

<b>GENERAL ADMINISTRATION</b>	<b>ORGANIZATIONAL DEVELOPMENT ANALYST</b>	<ul style="list-style-type: none"> <li>○ Succession and performance management;</li> <li>○ Facilitation and coordination of global career development program;</li> <li>○ Development plan implementation and monitoring;</li> <li>○ Critical succession driver monitoring;</li> <li>○ Coordination of leadership advancement development program;</li> <li>○ Manpower planning;</li> <li>○ Manpower movement monitoring and database management.</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Human Resource Management, Psychology or Sociology</b>;</li> <li>○ Possesses excellent customer service, interpersonal, written, and verbal communication skills;</li> <li>○ Experience in organizational development and human resource is an advantage;</li> <li>○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint);</li> <li>○ Must be willing to work in <b>Santa Rosa, Laguna</b>.</li> </ul>
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<p>Qualified applicants may send their application to the following websites:</p> <p style="text-align: center;"><b>JobStreet.com</b></p> <p style="text-align: center;"><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 style="text-align: center;"><b>Kalibrr</b></p> <p style="text-align: center;"><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></p> <p><b>HUMAN RESOURCES MANAGEMENT</b></p> <p><b>TOYOTA MOTOR PHILIPPINES CORPORATION</b></p> <p>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.