

WANT YOUR CAREER TO MOVE FORWARD WITH TOYOTA?

CAREER POSSIBILITIES

Updated as of March 2019

	POSITION	JOB DESCRIPTION	QUALIFICATIONS
MARKETING (MAKATI)	DEALER TRAINING SPECIALIST	<ul style="list-style-type: none"> ○ Conducting training to the Dealer Sales personnel (Basic Auto & Product Knowledge, Toyota Sales Process, and Customer Satisfaction); ○ Person-in-charge for developing learning materials and tools such as product brochures and e-learning modules; ○ Monitoring of Sales Force performance and administration of incentive programs; ○ Preparation of concept and project papers for new programs and activities; ○ Enhancement and updating of existing training materials. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Behavioural Science, Human Resource Management, Communication or equivalent; ○ Basic knowledge of cars and the automotive industry; ○ Relevant work experience is preferred but not required; ○ Fresh graduates are welcome to apply; relevant working experience is an advantage; ○ High proficiency in the use of MS Office Programs and photo/video editing software; ○ Knows how to drive and has a valid driver's license; ○ Must possess excellent communication and presentation skills; ○ Must be willing to work in Makati City.
	PRODUCT INNOVATION SPECIALIST	<ul style="list-style-type: none"> ○ Point-person in planning new projects and car models beyond the current line-up; ○ Will collaborate with regional affiliates on new devices and technologies for application; ○ Link up with different government departments for future connectivity projects; ○ Brings new products to market by analysing proposed product requirements and product development programs; preparing return-on-investment analyses and establishing time schedules; ○ Contributes to team effort by accomplishing related results as needed. 	<ul style="list-style-type: none"> ○ Candidate must possess a degree in Management, Economics, Marketing Management, Industrial Engineering; ○ Strong analytical and planning skills; ○ Very good strategic decision-making skills; ○ Must possess basic to intermediate knowledge and interest in cars; ○ Excellent oral and written English communication and presentation skills; ○ Highly proficient in Microsoft Office tools e.g. Word, Excel, PowerPoint; ○ Must be willing to work in Makati City.
	SALES PLANNING SPECIALIST	<ul style="list-style-type: none"> ○ Responsible for overall demand and supply monitoring and management; ○ Coordination with internal departments to resolve supply issues; ○ Forecasting of total company sales and entire auto industry sales; ○ Monitoring of competitor sales and movements; ○ Strategy planning and marketing research; ○ Preparation of Divisional Reports on Sales & Business Plans; ○ Prepare and Consolidate Overall Sales Strategy; ○ Consolidate regional CAMPI documents; ○ Prepare Executive and Divisional Reports; ○ Executive PowerPoint; ○ Marketing Business Plans and targets; ○ Reports to the regional office. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Economics, Industrial Engineering, Statistics or equivalent; ○ Fresh graduates are welcome to apply; relevant working experience is an advantage; ○ Preferably with knowledge and/or experience in Supply Chain Management; ○ Must be proficient in using MS Office programs, particularly Excel; ○ Must possess excellent communication and presentation skills; ○ Must be willing to work in Makati City.

	BUSINESS PROCESS SUPPORT STAFF	<ul style="list-style-type: none"> ○ Dealer Management System implementation and support (System configuration, End user training, Data cutover, Live start support) ○ Conduct refresher trainings and competency checks; ○ Provide onsite support and system health checks; ○ Design and implement enhancements and integrate new projects into the system; ○ Develop process improvement in certain areas to enhance usability and functionality; ○ Minimum Qualifications. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Management, Finance, Engineering or Information Technology; ○ Experience in SAP Financial Accounting and Controlling (FICO) is preferable; ○ Must have good customer-service orientation and coordination skills; ○ Has good communication and presentation skills; ○ Excellent analytical and problem-solving skills; ○ Must be willing to work in Makati City.
MARKETING (SANTA ROSA)	PARTS SUPPLY STAFF	<ul style="list-style-type: none"> ○ Service parts procurement and inventory control; ○ Processing of new model parts and back order management; ○ Shipment monitoring; ○ Handle customer service concerns. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Industrial Engineering or Marketing Management; ○ Experience in automotive after sales operation is an advantage; ○ Possesses good communication and interpersonal skills; ○ Basic knowledge in using SAP is an advantage; ○ Excellent written and verbal communication skills; ○ Willing to extend beyond regular work hours (overtime, holiday, field work); ○ Must be willing to work in Santa Rosa Laguna.
OFFICE OF THE PRESIDENT	INTERNAL AUDITOR	<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 (CPA); ○ 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; ○ Must be willing to work in Santa Rosa Laguna.
PURCHASING	PURCHASING BUYER	<ul style="list-style-type: none"> ○ Supplier evaluation, sourcing, cost assessment and price review of manufacturing supplies, equipment, furniture and fixtures, waste water, computer and accessories, medical equipment etc. ○ Coordination with end user monitoring; ○ File management and reporting; ○ Budget monitoring. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's/College Degree in Industrial Engineering, Mechanical Engineering, Civil Engineering, Economics or any Management Related Course; ○ Fresh graduates/Entry level applicants are welcome to apply; ○ Basic knowledge in construction management is an advantage; ○ Basic knowledge in Finance & Economics; ○ Basic knowledge in using SAP is an advantage; ○ Excellent written and verbal communication skills; ○ Willing to extend beyond regular work hours (overtime, holiday, field work); ○ Must be willing to work in Santa Rosa Laguna.
GENERAL ADMINISTRATION	TEAM RELATIONS OFFICER	<ul style="list-style-type: none"> ○ Facilitate conflict resolution meetings; ○ Attend team members' queries & concerns; ○ Conduct coaching, counselling & exit interviews; ○ Conduct workplace visit & facilitate feedback sessions to team members & management; ○ Home, hospitals & funeral visitations; ○ In-charge of data management & report generation; ○ In-charge in the preparation & coordination of the monthly Birthday Luncheon with the president. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Psychology or Human Resource 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); ○ Basic skills in Photoshop; ○ Willing to work on extended hours and go on official business trips; ○ Must be willing to work in Santa Rosa, Laguna.

MANUFACTURING	MANAGEMENT SYSTEM INTERNAL AUDITOR	<ul style="list-style-type: none"> ○ Conduct regular internal audit on management system requirements for Manufacturing Safety, Cost, Productivity and Environment; ○ Conduct ISO 14001:2015 internal audit of Environment; ○ Conduct Go and See / Line Side Activity to collect data for audit preparation; ○ Prepare and report-out audit results; ○ Create procedures and database for audit; ○ Analyze audit results; ○ Monitor and follow-up countermeasure completion of findings. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Industrial Engineering, Environmental Science or Engineering, Manufacturing Engineering and Management or any equivalent course; ○ Strong analyses and planning skills; ○ Strong data monitoring and data analysing skills; ○ Keen eye on details and high-quality orientation; ○ Good communication and presentation skills; ○ Excellent problem-solving skills; ○ Advanced level in Microsoft Excel and PowerPoint; ○ 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; ○ Proficient in MS Office (Word, Excel, PowerPoint); ○ Has experience in using statistical tools and techniques for organizing and analysing data; ○ Must be willing to work in Santa Rosa Laguna.
	FACILITIES ENGINEER	<ul style="list-style-type: none"> ○ Oversee structural design of additional buildings of the plant; ○ Evaluate construction safety and structural soundness; ○ Perform structural assessment and coordinate necessary actions; ○ Retrofitting, innovation of structural problems for existing structures. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Civil Engineering or Electronics and Communications Engineering; ○ Highly proficient in the use of Auto CAD and other CE design software; ○ Experience in design estimate in structural and reinforced concrete design (PCD) and bill of material (BOM) and cost estimation is an advantage; ○ Must possess administration, planning, analytical skills and management skills; ○ Willing to work on extended hours and go on official business trips; ○ Must be willing to work in Santa Rosa Laguna.

<p>Qualified applicants may send their application to the following websites:</p> <p style="text-align: center;">JobStreet.com</p> <p style="text-align: center;">https://www.jobstreet.com.ph/en/job-search/jobs-at-toyota-motor-philippines-corporation/</p> <p style="text-align: center;">Kalibrr</p> <p style="text-align: center;">https://www.kalibrr.com/c/toyota-motors-philippines-corporation/jobs</p>	<p>RECRUITMENT SECTION</p> <p>HUMAN RESOURCES MANAGEMENT</p> <p>TOYOTA MOTOR PHILIPPINES CORPORATION</p> <p>Santa Rosa-Tagaytay Highway, Sta. Rosa City, Laguna, Laguna 4026</p> <p>Tel No: (+632) 825-8888 / (+49) 541-3020 local 8169/8170</p> <p>Fax: (+632) 8435799</p> <p>Email Address: find.fulfillment@toyota.com.ph</p> <p>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.

