### WANT YOUR CAREER TO MOVE FORWARD WITH TOYOTA?

**CAREER POSSIBILITIES**

Updated as of March 2019

<table>
<thead>
<tr>
<th>POSITION</th>
<th>JOB DESCRIPTION</th>
<th>QUALIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEALER TRAINING SPECIALIST</strong></td>
<td>o Conducting training to the Dealer Sales personnel (Basic Auto &amp; Product Knowledge, Toyota Sales Process, and Customer Satisfaction);&lt;br&gt;o Person-in-charge for developing learning materials and tools such as product brochures and e-learning modules;&lt;br&gt;o Monitoring of Sales Force performance and administration of incentive programs;&lt;br&gt;o Preparation of concept and project papers for new programs and activities;&lt;br&gt;o Enhancement and updating of existing training materials.</td>
<td>o Must have a Bachelor’s Degree in Behavioural Science, Human Resource Management, Communication or equivalent;&lt;br&gt;o Basic knowledge of cars and the automotive industry;&lt;br&gt;o Relevant work experience is preferred but not required;&lt;br&gt;o Fresh graduates are welcome to apply; relevant working experience is an advantage;&lt;br&gt;o High proficiency in the use of MS Office Programs and photo/video editing software;&lt;br&gt;o Knows how to drive and has a valid driver’s license;&lt;br&gt;o Must possess excellent communication and presentation skills;&lt;br&gt;o Must be willing to work in <strong>Makati City</strong>.</td>
</tr>
<tr>
<td><strong>PRODUCT INNOVATION SPECIALIST</strong></td>
<td>o Point-person in planning new projects and car models beyond the current line-up;&lt;br&gt;o Will collaborate with regional affiliates on new devices and technologies for application;&lt;br&gt;o Link up with different government departments for future connectivity projects;&lt;br&gt;o Brings new products to market by analysing proposed product requirements and product development programs; preparing return-on-investment analyses and establishing time schedules;&lt;br&gt;o Contributes to team effort by accomplishing related results as needed.</td>
<td>o Candidate must possess a degree in Management, Economics, Marketing Management, Industrial Engineering;&lt;br&gt;o Strong analytical and planning skills;&lt;br&gt;o Very good strategic decision-making skills;&lt;br&gt;o Must possess basic to intermediate knowledge and interest in cars;&lt;br&gt;o Excellent oral and written English communication and presentation skills;&lt;br&gt;o Highly proficient in Microsoft Office tools e.g. Word, Excel, PowerPoint;&lt;br&gt;o Must be willing to work in <strong>Makati City</strong>.</td>
</tr>
<tr>
<td><strong>SALES PLANNING SPECIALIST</strong></td>
<td>o Responsible for overall demand and supply monitoring and management;&lt;br&gt;o Coordination with internal departments to resolve supply issues;&lt;br&gt;o Forecasting of total company sales and entire auto industry sales;&lt;br&gt;o Monitoring of competitor sales and movements;&lt;br&gt;o Strategy planning and marketing research;&lt;br&gt;o Preparation of Divisional Reports on Sales &amp; Business Plans;&lt;br&gt;o Prepare and Consolidate Overall Sales Strategy;&lt;br&gt;o Consolidate regional CAMPI documents;&lt;br&gt;o Prepare Executive and Divisional Reports;&lt;br&gt;o Executive PowerPoint;&lt;br&gt;o Marketing Business Plans and targets;&lt;br&gt;o Reports to the regional office.</td>
<td>o Must have a Bachelor’s Degree in Economics, Industrial Engineering, Statistics or equivalent;&lt;br&gt;o Fresh graduates are welcome to apply; relevant working experience is an advantage;&lt;br&gt;o Preferably with knowledge and/or experience in Supply Chain Management;&lt;br&gt;o Must be proficient in using MS Office programs, particularly Excel;&lt;br&gt;o Must possess excellent communication and presentation skills;&lt;br&gt;o Must be willing to work in <strong>Makati City</strong>.</td>
</tr>
<tr>
<td>Role</td>
<td>Responsibilities</td>
<td>Qualifications</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>BUSINESS PROCESS SUPPORT STAFF</strong></td>
<td>Dealer Management System implementation and support (System configuration, End user training, Data cutover, Live start support)</td>
<td>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.</td>
</tr>
<tr>
<td><strong>PARTS SUPPLY STAFF</strong></td>
<td>Service parts procurement and inventory control; Processing of new model parts and back order management; Shipment monitoring; Handle customer service concerns.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>INTERNAL AUDITOR</strong></td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>PURCHASING BUYER</strong></td>
<td>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.</td>
<td>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 &amp; 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.</td>
</tr>
<tr>
<td><strong>TEAM RELATIONS OFFICER</strong></td>
<td>Facilitate conflict resolution meetings; Attend team members’ queries &amp; concerns; Conduct couching, counselling &amp; exit interviews; Conduct workplace visit &amp; facilitate feedback sessions to team members &amp; management; Home, hospitals &amp; funeral visitations; In-charge of data management &amp; report generation; In-charge in the preparation &amp; coordination of the monthly Birthday Luncheon with the president.</td>
<td>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.</td>
</tr>
</tbody>
</table>
**MANUFACTURING**

**MANAGEMENT SYSTEM INTERNAL AUDITOR**
- 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.

**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**
- 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.

**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.

---

**Qualified applicants may send their application to the following websites:**

- [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
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.