

## WANT YOUR CAREER TO MOVE FORWARD WITH TOYOTA?

### CAREER POSSIBILITIES

Updated as of March 2019

	POSITION	JOB DESCRIPTION	QUALIFICATIONS
<b>MARKETING (MAKATI)</b>	<b>DEALER TRAINING SPECIALIST</b>	<ul style="list-style-type: none"> <li>○ Conducting training to the Dealer Sales personnel (Basic Auto &amp; Product Knowledge, Toyota Sales Process, and Customer Satisfaction);</li> <li>○ Person-in-charge for developing learning materials and tools such as product brochures and e-learning modules;</li> <li>○ Monitoring of Sales Force performance and administration of incentive programs;</li> <li>○ Preparation of concept and project papers for new programs and activities;</li> <li>○ Enhancement and updating of existing training materials.</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Behavioural Science, Human Resource Management, Communication or equivalent</b>;</li> <li>○ Basic knowledge of cars and the automotive industry;</li> <li>○ Relevant work experience is preferred but not required;</li> <li>○ Fresh graduates are welcome to apply; relevant working experience is an advantage;</li> <li>○ High proficiency in the use of MS Office Programs and photo/video editing software;</li> <li>○ Knows how to drive and has a valid driver's license;</li> <li>○ Must possess excellent communication and presentation skills;</li> <li>○ Must be willing to work in <b>Makati City</b>.</li> </ul>
	<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 or 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 or 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>

<b>MARKETING (SANTA ROSA)</b>	<b>PARTS SUPPLY STAFF</b>	<ul style="list-style-type: none"> <li>○ Service parts procurement and inventory control;</li> <li>○ Processing of new model parts and back order management;</li> <li>○ Shipment monitoring;</li> <li>○ Handle customer service concerns.</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Industrial Engineering or Marketing Management</b>;</li> <li>○ Experience in automotive after sales operation is an advantage;</li> <li>○ Possesses good communication and interpersonal skills;</li> <li>○ Basic knowledge in using SAP is an advantage;</li> <li>○ Excellent written and verbal communication skills;</li> <li>○ Willing to extend beyond regular work hours (overtime, holiday, field work);</li> <li>○ Must be willing to work in <b>Santa Rosa Laguna</b>.</li> </ul>
	<b>DEALER PERFORMANCE STAFF</b>	<ul style="list-style-type: none"> <li>○ Dealer performance monitoring and coordination of requirements for Toyota / Lexus dealer success programs;</li> <li>○ Monthly dealer performance monitoring and coordination;</li> <li>○ Sales report preparation and analysis;</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Marketing Management or equivalent</b> ;</li> <li>○ Experience in automotive after sales operation is an advantage;</li> <li>○ Possesses good communication and interpersonal skills;</li> <li>○ Basic knowledge in using SAP is an advantage;</li> <li>○ Excellent written and verbal communication skills;</li> <li>○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint);</li> <li>○ Willing to extend beyond regular work hours (overtime, holiday, field work);</li> <li>○ Must be willing to work in <b>Santa Rosa Laguna</b>.</li> </ul>
<b>OFFICE OF THE PRESIDENT</b>	<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>○ Must be willing to work in <b>Santa Rosa Laguna</b>.</li> </ul>
<b>PURCHASING</b>	<b>PURCHASING BUYER</b>	<ul style="list-style-type: none"> <li>○ Supplier evaluation, sourcing, cost assessment and price review of manufacturing supplies, equipment, furniture and fixtures, waste water, computer and accessories, medical equipment etc.</li> <li>○ Coordination with end user monitoring;</li> <li>○ File management and reporting;</li> <li>○ Budget monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's/College Degree in <b>Industrial Engineering, Mechanical Engineering, Civil Engineering, Economics or any Management Related Course</b>;</li> <li>○ Fresh graduates/Entry level applicants are welcome to apply;</li> <li>○ Basic knowledge in construction management is an advantage;</li> <li>○ Basic knowledge in Finance &amp; Economics;</li> <li>○ Basic knowledge in using SAP is an advantage;</li> <li>○ Excellent written and verbal communication skills;</li> <li>○ Willing to extend beyond regular work hours (overtime, holiday, field work);</li> <li>○ Must be willing to work in <b>Santa Rosa Laguna</b>.</li> </ul>
<b>GENERAL ADMINISTRATION</b>	<b>TEAM RELATIONS OFFICER</b>	<ul style="list-style-type: none"> <li>○ Facilitate conflict resolution meetings;</li> <li>○ Attend team members' queries &amp; concerns;</li> <li>○ Conduct coaching, counselling &amp; exit interviews;</li> <li>○ Conduct workplace visit &amp; facilitate feedback sessions to team members &amp; management;</li> <li>○ Home, hospitals &amp; funeral visitations;</li> <li>○ In-charge of data management &amp; report generation;</li> <li>○ In-charge in the preparation &amp; coordination of the monthly Birthday Luncheon with the president.</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Psychology or Human Resource Management</b>;</li> <li>○ Must possess administration, planning, analytical skills and management skills;</li> <li>○ Have excellent oral and written English communication skills;</li> <li>○ Fresh graduates/Entry level applicants are welcome to apply;</li> <li>○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint);</li> <li>○ Basic skills in Photoshop;</li> <li>○ Willing to work on extended hours and go on official business trips;</li> <li>○ Must be willing to work in <b>Santa Rosa, Laguna</b>.</li> </ul>

**MANUFACTURING**

<p style="text-align: center;"><b>MANAGEMENT SYSTEM INTERNAL AUDITOR</b></p>	<ul style="list-style-type: none"> <li>○ Conduct regular internal audit on management system requirements for Manufacturing Safety, Cost, Productivity and Environment;</li> <li>○ Conduct ISO 14001:2015 internal audit of 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>○ Create procedures and database for audit;</li> <li>○ Analyze audit results;</li> <li>○ Monitor and follow-up countermeasure completion of findings.</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Industrial Engineering, Environmental Science or Engineering, Manufacturing Engineering and Management</b> or any equivalent course;</li> <li>○ Strong 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>○ Has experience in using statistical tools and techniques for organizing and analysing data;</li> <li>○ Must be willing to work in <b>Santa Rosa Laguna</b>.</li> </ul>
<p style="text-align: center;"><b>FACILITIES ENGINEER</b></p>	<ul style="list-style-type: none"> <li>○ Oversee structural design of additional buildings of the plant;</li> <li>○ Evaluate construction safety and structural soundness;</li> <li>○ Perform structural assessment and coordinate necessary actions;</li> <li>○ Retrofitting, innovation of structural problems for existing structures.</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Civil Engineering or Electronics and Communications Engineering</b>;</li> <li>○ Highly proficient in the use of Auto CAD and other CE design software;</li> <li>○ Experience in design estimate in structural and reinforced concrete design (PCD) and bill of material (BOM) and cost estimation is an advantage;</li> <li>○ Must possess administration, planning, analytical skills and management skills;</li> <li>○ Willing to work on extended hours and go on official business trips;</li> <li>○ Must be willing to work in <b>Santa Rosa Laguna</b>.</li> </ul>
<p style="text-align: center;"><b>MAINTENANCE ENGINEER</b></p>	<ul style="list-style-type: none"> <li>○ Machine symptom maintenance and sharing of learning / kaizen laterally across the organization;</li> <li>○ Kaizen machine cost, waste reduction, safety and efficiency;</li> <li>○ Equipment receiving, installation, repair and inspection;</li> <li>○ Project workflow progress monitoring and visualization board update;</li> <li>○ Monitoring of countermeasure progress;</li> <li>○ Manual and standard document creation / update;</li> <li>○ Budget monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Mechanical Engineering</b>;</li> <li>○ Highly proficient in the use of Auto CAD and other CE design software;</li> <li>○ Must possess administration, planning, analytical skills and management skills;</li> <li>○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint);</li> <li>○ Willing to work on extended hours and go on official business trips;</li> <li>○ 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.

