

WANT YOUR CAREER TO MOVE FORWARD WITH TOYOTA?

CAREER POSSIBILITIES

Updated as of May 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.
	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.

	LEXUS OPERATION SUPPORT	<ul style="list-style-type: none"> ○ Field operations/territory management; ○ Brand training for dealers; ○ Guest experience improvement; ○ Sales planning and unit allocation; ○ Sales promotion monitoring; ○ Development of dealer programs; ○ Luxury market research and monitoring. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Management / Administration or equivalent; ○ Experience in Sales / Brand Development or familiar with distributor operations; ○ Background in Sales and Product Training is an advantage; ○ Skilled in photo / video editing softwares (Photoshop, Lightroom, iMovie etc.) ○ Excellent written and verbal communication skills; ○ Willing to extend beyond regular work hours (overtime, holiday, field work); ○ Must be willing to work in Makati City.
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

<p style="text-align: center;">MANAGEMENT SYSTEM INTERNAL AUDITOR</p>	<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.
<p style="text-align: center;">ENVIRONMENT OFFICER</p>	<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; ○ Prepare and report 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, 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; ○ 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); ○ Must be willing to work in Santa Rosa Laguna.
<p style="text-align: center;">FACILITIES ENGINEER</p>	<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 style="text-align: center;">MAINTENANCE ENGINEER</p>	<ul style="list-style-type: none"> ○ Machine symptom maintenance and sharing of learning / kaizen laterally across the organization; ○ Kaizen machine cost, waste reduction, safety and efficiency; ○ Equipment receiving, installation, repair and inspection; ○ Project workflow progress monitoring and visualization board update; ○ Monitoring of countermeasure progress; ○ Manual and standard document creation / update; ○ Budget monitoring. 	<ul style="list-style-type: none"> ○ Must have a Bachelor’s Degree in Mechanical Engineering; ○ Highly proficient in the use of Auto CAD and other CE design software; ○ Must possess administration, planning, analytical skills and management skills; ○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint); ○ Willing to work on extended hours and go on official business trips; ○ Must be willing to work in Santa Rosa Laguna.

	<p align="center">PROJECT ENGINEERING STAFF</p>	<ul style="list-style-type: none"> ○ Project management and implementation; ○ Welding process, tooling, jig and welding accuracy; ○ Technical information services; ○ Process check and standardization; ○ Trial Facilitation. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Electrical Engineering or Mechanical Engineering; ○ Knowledge in process standardization and technical analysis; ○ Must be able to understand and interpret technical drawings; ○ Skilled in using design softwares such as Autocad, CATIA, Solidworks; ○ Excellent written and verbal communication skills; ○ Must possess administration, planning, analytical skills and management skills; ○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint); ○ 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 align="center">JobStreet.com</p> <p align="center">https://www.jobstreet.com.ph/en/job-search/jobs-at-toyota-motor-philippines-corporation/</p> <p align="center">Kalibrr</p> <p align="center">https://www.kalibrr.com/c/toyota-motors-philippines-corporation/jobs</p>	<p align="center">RECRUITMENT SECTION HUMAN RESOURCES MANAGEMENT TOYOTA MOTOR PHILIPPINES CORPORATION</p> <p align="center">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</p>
---	--

*** 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.

