

## WANT YOUR CAREER TO MOVE FORWARD WITH TOYOTA?

### CAREER POSSIBILITIES

Updated as of June 2019

|                           | POSITION                              | JOB DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | QUALIFICATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <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>                                                                                                                                                                                            |

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|                                                                                                     | <p style="text-align: center;"><b>LEXUS OPERATION SUPPORT</b></p> | <ul style="list-style-type: none"> <li>○ Field operations/territory management;</li> <li>○ Brand training for dealers;</li> <li>○ Guest experience improvement;</li> <li>○ Sales planning and unit allocation;</li> <li>○ Sales promotion monitoring;</li> <li>○ Development of dealer programs;</li> <li>○ Luxury market research and monitoring.</li> </ul>                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Management / Administration or equivalent</b>;</li> <li>○ Experience in Sales / Brand Development or familiar with distributor operations;</li> <li>○ Background in Sales and Product Training is an advantage;</li> <li>○ Skilled in photo / video editing softwares (Photoshop, Lightroom, iMovie etc.)</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>Makati City</b>.</li> </ul> |
| <p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>OFFICE OF THE PRESIDENT</b></p> | <p style="text-align: center;"><b>INTERNAL AUDITOR</b></p>        | <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>                                                                                                                             |
| <p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>PURCHASING</b></p>              | <p style="text-align: center;"><b>PURCHASING BUYER</b></p>        | <ul style="list-style-type: none"> <li>○ Supplier evaluation, sourcing and cost assessment;</li> <li>○ Annual price review of existing parts;</li> <li>○ Preparation of commodity strategy for future models;</li> <li>○ Negotiation with suppliers of proper parts pricing;</li> <li>○ Coordination with end user monitoring;</li> <li>○ File management and reporting;</li> <li>○ Budget monitoring;</li> <li>○ Standardization of existing process in accordance with Audit group requirements;</li> <li>○ Visualization of current supply chain tree for existing local parts.</li> </ul> | <ul style="list-style-type: none"> <li>○ Must have a Bachelor's/College Degree in <b>Industrial Engineering, Mechanical Engineering or any Management Related Course</b>;</li> <li>○ Fresh graduates/Entry level applicants are welcome to apply;</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>                |
|                                                                                                     | <p style="text-align: center;"><b>PURCHASING PLANNER</b></p>      | <ul style="list-style-type: none"> <li>○ New supply base enhancement and risk management;</li> <li>○ Source / Identify new suppliers through plant / office visitations;</li> <li>○ Summarize supplier visit result;</li> <li>○ Evaluation of suppliers capabilities;</li> <li>○ Conduct audit to potential suppliers.</li> </ul>                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>○ Must have a Bachelor's/College Degree in <b>Industrial Engineering or any Management Related Course</b>;</li> <li>○ Fresh graduates/Entry level applicants are welcome to apply;</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>                                        |
|                                                                                                     | <p style="text-align: center;"><b>PURCHASING ENGINEER</b></p>     | <ul style="list-style-type: none"> <li>○ Improve suppliers' performance in Safety, Quality, Delivery and Shop Floor Management (SQD);</li> <li>○ Shop floor audit to suppliers;</li> <li>○ Prepare reports related to delivery of suppliers (compliance, process improvement etc.);</li> <li>○ Prepare yearly risk management plan and audit suppliers;</li> <li>○ Identify and conduct supplier delivery improvement activities.</li> </ul>                                                                                                                                                  | <ul style="list-style-type: none"> <li>○ Must have a Bachelor's/College Degree in <b>Industrial Engineering or Mechanical Engineering</b>;</li> <li>○ Fresh graduates/Entry level applicants are welcome to apply;</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>                                               |

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| <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</b> or <b>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>                                                                                                                                                                                                                    |
|                               | <b>FACILITIES RISK MANAGEMENT STAFF</b> | <ul style="list-style-type: none"> <li>○ Emergency preparedness and response activities: trainings and response bridge management;</li> <li>○ Emergency rescue and firefighting equipment planning and management;</li> <li>○ Risk management audit (internal &amp; external);</li> <li>○ Legal and internal audit compliance;</li> <li>○ Fire incident investigation, reporting and info sharing;</li> <li>○ Planning, execution and reflection of Companywide emergency drills and exercises;</li> <li>○ Severe weather monitoring and advisory;</li> <li>○ Hot Work Permit evaluation, approval &amp; monitoring;</li> <li>○ Equipment planning, renewal and maintenance: Mapping and visualize equipment status, Evaluation and recommendation and Progress monitoring and action implementation.</li> </ul> | <ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Industrial Engineering</b> or <b>Electrical Engineering</b>;</li> <li>○ Can understand &amp; interpret building plans and drawings;</li> <li>○ Knowledgeable in fire suppression system and piping layouts;</li> <li>○ Can understand electrical &amp; mechanical plans;</li> <li>○ Basic skills in AutoCAD;</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>○ 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> |
| <b>MANUFACTURING</b>          | <b>MAINTENANCE ENGINEER</b>             | <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>                                                                                                                                                                                                                                                                                                                                                  |
|                               | <b>FACILITIES ENGINEER</b>              | <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</b> or <b>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>                                                                                                                                                                                                                                   |

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|                                                | <p align="center"><b>PROJECT ENGINEERING STAFF</b></p> | <ul style="list-style-type: none"> <li>○ Project management and implementation;</li> <li>○ Welding process, tooling, jig and welding accuracy;</li> <li>○ Technical information services;</li> <li>○ Process check and standardization;</li> <li>○ Trial Facilitation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Electrical Engineering or Mechanical Engineering</b>;</li> <li>○ Knowledge in process standardization and technical analysis;</li> <li>○ Must be able to understand and interpret technical drawings;</li> <li>○ Skilled in using design softwares such as Autocad, CATIA, Solidworks;</li> <li>○ Excellent written and verbal communication skills;</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> |
| <p align="center"><b>VEHICLE LOGISTICS</b></p> | <p align="center"><b>TRANSPORT PLANNER STAFF</b></p>   | <ul style="list-style-type: none"> <li>○ Coordinate and arrange delivery schedule;</li> <li>○ Reform transport operations for all delivery areas nationwide;</li> <li>○ Creation of delivery schedule according to production requirement;</li> <li>○ Ensure appropriate resource are set and coordinated to each logistics service provider;</li> <li>○ Determine vehicle priority and nature of request for immediate feedback to all concerned members;</li> <li>○ Maintain records, logs and reports of daily trailer instructions;</li> <li>○ Establish and propose risk management programs and systems development for continuous kaizen.</li> </ul> | <ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Industrial Engineering or any Management Related Course</b>;</li> <li>○ Fresh graduates/Entry level applicants are welcome to apply;</li> <li>○ Experience in logistics or delivery planning is an advantage;</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>                                                                                                                                                                                                 |
|                                                | <p align="center"><b>OPERATIONS CONTROLLER</b></p>     | <ul style="list-style-type: none"> <li>○ Ensure timely delivery of vehicles from origin to dealers;</li> <li>○ Establish and propose risk management programs and systems development for continuous kaizen;</li> <li>○ Monitor performance of logistics provider;</li> <li>○ Oversee operations of logistics pipeline;</li> <li>○ Abnormality management to ensure accurate vehicle delivery;</li> <li>○ Maintain records, logs and reports of daily trailer instructions;</li> <li>○ Regular performance monitoring of logistics service provider and facilitate improvement activities.</li> </ul>                                                       | <ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Industrial Engineering or any Management Related Course</b>;</li> <li>○ Fresh graduates/Entry level applicants are welcome to apply;</li> <li>○ Experience in logistics or delivery planning is an advantage;</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>                                                                                                                                                                                                 |
|                                                | <p align="center"><b>VEHICLE LOGISTICS STAFF</b></p>   | <ul style="list-style-type: none"> <li>○ Ensure safety, quality, lead time and environmental requirements;</li> <li>○ Reform transport operations for all delivery areas nationwide;</li> <li>○ Review standard process in safety and quality;</li> <li>○ Coordinator and window person to TMP;</li> <li>○ Processing of TMP insurance for delivered units with quality issues;</li> <li>○ Spearhead incident/accident investigation and root cause analysis;</li> <li>○ Establish SOP manuals, guidelines and training materials for inland and marine transportation.</li> </ul>                                                                          | <ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Industrial Engineering or Mechanical Engineering</b>;</li> <li>○ Fresh graduates/Entry level applicants are welcome to apply;</li> <li>○ Experience in logistics or delivery planning is an advantage;</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>                                                                                                                                                                                                        |

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.

