

WANT YOUR CAREER TO MOVE FORWARD WITH TOYOTA?

CAREER POSSIBILITIES

Updated as of August 2019

	POSITION	JOB DESCRIPTION	QUALIFICATIONS
INFORMATION SYSTEMS	PROGRAMMER SYSTEM ANALYST	<ul style="list-style-type: none"> ○ Designs, codes, tests, corrects and documents moderately complex programs and program modifications from supplied specifications using agreed standards and tools; ○ Designs test cases and test scripts under own direction, mapping back to pre-determined criteria, recording and repeating outcomes; ○ Analyses and reports problems/test activities & results; ○ Identifies and reports issues and risks associated with own work; ○ Documents changes based on requests for change; ○ Applies change control procedures; ○ Conducts status report. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Computer Science, Information Technology, Computer Engineering or Information Systems; ○ At least 1 year of .Net Programming (C#, ASP), web development experience; ○ At least 1 year of SQL programming with experience working with SQL Server Integration Services (SSIS) and stored procedures; ○ Cascading Style Sheets development; ○ Experience in system testing and system audit; ○ Must be willing to work in Santa Rosa, Laguna. <p>Technical Skills:</p> <ul style="list-style-type: none"> ○ Business flowcharting; ○ Change Management; ○ Programming/Testing Methodologies; ○ Software Development Lifecycle; ○ Work Breakdown Structure. <p>For Fresh Graduate Applicants:</p> <ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Computer Science, Information Technology, Computer Engineering or Information Systems; ○ Good academic standing, no failing grades; ○ Open to be trained given the post's job description; ○ Familiar with .NET programming (C#, ASP), SQL programming & CSS; ○ Applicants must be willing to work in Santa Rosa Laguna.
MARKETING (SANTA ROSA)	PARTS SUPPLY ENGINEER	<ul style="list-style-type: none"> ○ Service Parts procurement and Inventory management; ○ Order & documents/data processing; ○ In-house production support; ○ My Parts Watching processing and management; ○ Data management and reporting; ○ Ensuring on-time ordering, advanced shipment notice and delivery due date ordering to suppliers; ○ Monitoring of purchase requisition and purchase order for parts supply; ○ Goods received and receiving report status monitoring and processing; ○ Analysis of preliminary order quantity and product classification codes; ○ In-house inventory monitoring and problem resolution. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Industrial Engineering or Mechanical Engineering; ○ Excellent written and verbal communication skills; ○ Must possess administration, planning, analytical skills and management skills; ○ Must have good customer focus and have high process improvement orientation; ○ 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>QUALITY ENGINEER</p>	<ul style="list-style-type: none"> ○ Supplier quality control management; ○ Product evaluation; ○ Budget monitoring; ○ Establish quality process for newly developed accessories. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Industrial Engineering, Electronics and Communications Engineering or Mechanical Engineering; ○ Knowledge in process standardization and technical analysis; ○ Must be able to understand and interpret technical drawings; ○ Skilled in using design software 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>MARKETING (MAKATI)</p>	<p>DEALER TRAINING SPECIALIST</p>	<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.
	<p>SALES PLANNING SPECIALIST</p>	<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.
	<p>BUSINESS PROCESS SUPPORT STAFF</p>	<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.



<p>LEXUS SALES OPERATION SUPPORT</p>	<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 software (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.
<p>FLEET MANAGEMENT SPECIALIST</p>	<ul style="list-style-type: none"> ○ Manage corporate accounts; ○ Coordinate direct sales transactions; ○ Respond to biddings, create quotations, handle approval of subsidy claims and price packages; ○ Attend customer inquiries; ○ Handle all communications with corporate clients. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Management / Administration or equivalent; ○ Fresh graduates/Entry level applicants are welcome to apply; ○ Has at least a year of driving experience; ○ 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.
<p>SALES PLANNING SPECIALIST</p>	<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; ○ Strategic 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 and Presentations; ○ Marketing business plans targets; ○ Reports to the regional office of updates. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Economics, Industrial Engineering, Statistics or equivalent; ○ Fresh graduates/Entry level applicants are welcome to apply; ○ Relevant experience in supply chain management is advantageous; ○ Very good planning and organizing skills; ○ Excellent written and verbal communication skills; ○ Willing to extend beyond regular work hours (overtime, holiday, field work); ○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint); ○ Must be willing to work in Makati City.
<p>DEALER MARKETING SUPPORT SPECIALIST</p>	<ul style="list-style-type: none"> ○ New business development: <ul style="list-style-type: none"> ➤ Premium taxi accessory development; ➤ Connected device/service enhancement; ➤ Vehicle conversion for special purposes; ➤ Hilux van development. ○ Project planning and research; ○ Negotiation with external parties; ○ Coordination with internal departments; ○ Preparation of budget and administration; ○ Support in Marketing Profit Management. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Commerce, Advertising, Communication or Entrepreneurship; ○ Relevant sales/marketing experience is advantageous; ○ Very good planning and organizing skills; ○ Excellent written and verbal communication skills; ○ Willing to extend beyond regular work hours (overtime, holiday, field work); ○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint); ○ Must be willing to work in Makati City.

	<p align="center">PRODUCT PLANNING SPECIALIST</p>	<ul style="list-style-type: none"> ○ Product Planning: <ul style="list-style-type: none"> ➤ Management of total product planning for specific model from concept of launch; ➤ Specification monitoring; ➤ Product monitoring. ○ Pricing: <ul style="list-style-type: none"> ➤ Set market acceptable price during conceptualization stage; ➤ Simulate profile and conduct sales analysis; ➤ Price monitoring. ○ Research: <ul style="list-style-type: none"> ➤ Management of local / regional research; ➤ Conduct small scale market research; ➤ Consolidate data and benchmarking results. ➤ Report and presentation creation. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Management / Administration, Marketing, Economics or Industrial Engineering; ○ Relevant experience in a similar role (product development, planning and research) is advantageous; ○ Knows how to drive and has basic knowledge of the automotive industry; ○ Excellent written and verbal communication skills; ○ Willing to extend beyond regular work hours (overtime, holiday, field work); ○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint); ○ Must be willing to work in Makati City.
<p align="center">OFFICE OF THE PRESIDENT</p>	<p align="center">INTERNAL AUDITOR</p>	<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.
<p align="center">PURCHASING</p>	<p align="center">PURCHASING BUYER</p>	<ul style="list-style-type: none"> ○ Supplier evaluation, sourcing and cost assessment; ○ Annual price review of existing parts; ○ Preparation of commodity strategy for future models; ○ Negotiation with suppliers of proper parts pricing; ○ Coordination with end user monitoring; ○ File management and reporting; ○ Budget monitoring; ○ Standardization of existing process in accordance with Audit group requirements; ○ Visualization of current supply chain tree for existing local parts. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's/College Degree in Industrial Engineering, Mechanical Engineering or any Management Related Course; ○ Fresh graduates/Entry level applicants are welcome to apply; ○ 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.
<p align="center">GENERAL ADMINISTRATION</p>	<p align="center">TEAM RELATIONS OFFICER</p>	<ul style="list-style-type: none"> ○ Conceptualization, execution and releasing of internal publications; ○ Create articles for dateline and other publications; ○ Prepare presentations for general assembly; ○ 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 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, Human Resource Management or Communications Arts; ○ 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	PROJECT ENGINEERING STAFF	<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 software 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.
	MANUFACTURING SAFETY OFFICER	<ul style="list-style-type: none"> ○ Review, evaluate and analyze work environment; ○ Prepare safety performance report and cascade results to customer and top management; ○ Conduct safety training programs and demonstrate the use of safety equipment's; ○ Safety and incident reporting; ○ Conduct safety patrol at the manufacturing area; ○ Prepare audit program, review actions and implementation of internal and external policies; ○ Database management. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Industrial Engineering, Manufacturing Engineering or Operations Management; ○ Knowledge in process standardization and technical analysis; ○ 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.

Applicants may apply through the following websites and email address:

All resumes / attachments should be in PDF format and less than 3MB.

 https://www.jobstreet.com.ph/en/job-search/jobs-at-toyota-motor-philippines-corporation/  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 Website: www.toyota.com.ph Email Address: find.fulfillment@toyota.com.ph
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*** TMP ACCEPTS OJT / INTERNSHIP APPLICANTS!**

Applicants may send their **RESUME** and **Signed Endorsement Letter from School**, both in **PDF format** 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.



