



	POSITION	JOB DESCRIPTION	QUALIFICATIONS
INFORMATION SYSTEMS	<p>PROGRAMMER (Two slots available)</p>	<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.
	<p>BUSINESS ANALYST (One slot available)</p>	<ul style="list-style-type: none"> • Systems development management; • Studies business operations; • Elicits, organizes, translates and manages business requirements; • Perform feasibility analysis, scope projects and coordinate with project managers to monitor deliverables and negotiate product functionalities; • Creation of Business Requirement Document (BRD) and translate document to functional specifications; • Provide analytic support by coordinating data extraction from database and interpret extracted data; • Testing integration and functionality tests; • Progress reporting. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Information Technology, Industrial Engineering or equivalent; ○ Good academic standing, no failing grades; ○ At least 1 year of .Net Programming (C#, ASP), web development experience; ○ At least 1 year of SQL programming with experience working with SQL ○ Applicants 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.
MARKETING (MAKATI CITY)	<p>DEALER TRAINING SPECIALIST (One slot available)</p>	<ul style="list-style-type: none"> • Conducts the following trainings but not limited below: Sales process; Basic Automotive Knowledge Customer Satisfaction; • Monitoring of sales force performance and implementation of incentive programs; • Monitoring of supplier's contract compliance; • Develop supplier evaluation management mechanism; • Develop sales training. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Management, Industrial Engineering or any Business Course; ○ Experience in Sales, Marketing and Training is an advantage; ○ With excellent written and verbal communication skills; ○ Proficient in Photoshop / Video Editing; ○ Willing to extend beyond regular work hours (overtime, holiday, field work); ○ Applicants must be willing to work in Makati City.

	<p align="center">SALES PLANNING SPECIALIST (Two slots available)</p>	<ul style="list-style-type: none"> • Strategy Planning; • Marketing Research & Benchmarking; • Preparation of Divisional Reports on Sales & Business Plans; • Preparation and Consolidation of Overall Sales Strategy; • Consolidate regional Chamber of Automotive Manufacturers in the Philippines (CAMPI) documents; • Preparation of Executive and Divisional Reports; • Creation and reporting of Executive PowerPoint; • Conceptualization of marketing business plans and targets; • Regular progress reporting to the regional office. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Economics, Business Management, Economics, Commerce or equivalent; ○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint); ○ With excellent written and verbal communication skills; ○ Willing to extend beyond regular work hours (overtime, holiday, field work); ○ Fresh graduates are welcome to apply; relevant working experience is an advantage; ○ Applicants must be willing to work in Makati City.
	<p align="center">TCUV AREA OPERATIONS SPECIALIST (One slot available)</p>	<ul style="list-style-type: none"> • Monitor dealer Key Performance Indicators (KPI), compliance with policies and SOPs; • Conduct regular visit and performance evaluation of dealer operations; • Identify performance challenges, problem analysis, and improvement areas; • Implement and manage special projects; • Preparation and presentation of regular reports and concept papers for management meetings. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Economics, Business Management, Industrial Engineering or equivalent; ○ Strong analytical and planning skills; ○ Excellent problem-solving and project management skills; ○ Good communication and presentation skills (oral & written); ○ Proficient in the creation of process flows, charts, and graphs; ○ Highly adept in the use of Microsoft Excel, Visio and data visualization tools; ○ Must be willing to travel, render overtime and Saturday work; ○ Applicants must be willing to work in Makati City.
	<p align="center">DEALER HR MANAGEMENT SPECIALIST (One slot available)</p>	<ul style="list-style-type: none"> • Establish TMP's standards, policy, and guidelines for Dealers' HR. • Create and implement Dealers' HR programs and provide support. • Conduct studies on HR practices for benchmarking purposes. • Review, study develop and implement continuous improvement activities. • Monitor and evaluate Dealers' HR Management and Administration performance. • Perform regular dealer network visits and oculars. • Prepare reports and visualizations for TMP officers. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Business Management/Administration, HR Management, Operations Management, Industrial Engineering or BS Psychology; ○ Knowledge and experience in HR & Administration function is an advantage; ○ Must possess very good business communication skills (business writing); ○ Has strong analytical and planning skills; time management; ○ Has good English oral and written communication and presentation skills; ○ Has good customer service orientation and a team-player; ○ Must be willing to travel, render overtime and work on Saturdays (non-regular); ○ Applicants must be willing to work in Makati City.
<p align="center">MARKETING (SANTA ROSA)</p>	<p align="center">NATIONAL TECHNICAL LEADER (One slot available)</p>	<ul style="list-style-type: none"> • Provide support on hard to diagnose or repair cases to dealers; • Attend quickly to newly found quality issues conveyed by dealers; • Formulate field fix on vehicle concerns through RSR (Repair Support Request); • Initiate activities prior to new model launching to assure product quality; • Certification of v2nd hand vehicles for used car business; • Conduct Training Module and Refresher course for Dealer Technical Leader; • Assist dealer in formulating Field Fix for concerns; • Coordination of Product Quality Issues. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's Degree in Mechanical Engineering, Industrial Engineering or Automotive Technology; ○ Must possess administration, planning and management skills; ○ Excellent oral and written communication ○ Good data analysis; ○ Good interpersonal skills; ○ Basic/Advance Automotive Knowledge; ○ Technical Report Writing/Presentation; ○ Proficient in MS Office (Word, Excel, PowerPoint); ○ Applicants must be willing to work in Santa Rosa Laguna.

GENERAL ADMINISTRATION	<p>TEAM RELATIONS STAFF (One slot available)</p>	<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, Theology 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); ○ Willing to work on extended hours and go on official business trips; ○ Must be willing to work in Santa Rosa, Laguna.
PURCHASING	<p>PURCHASING BUYER (One slot available)</p>	<ul style="list-style-type: none"> • Sourcing & pricing of direct materials; • Cost planning; • Conduct annual price review; • Preparation of commodity strategy for future models; • Risk management of parts distribution in case of calamities; • Negotiate with suppliers ; • Cost reduction formulation; • Processing of purchase requisitions; • 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, Economics 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; ○ With excellent written and verbal communication skills; ○ Willing to extend beyond regular work hours (overtime, holiday, field work); ○ Have excellent oral and written English communication skills; ○ Applicants must be willing to work in Santa Rosa Laguna.
MANUFACTURING	<p>PRODUCTION ENGINEER (Two slots available)</p>	<ul style="list-style-type: none"> • Provide technical assistance and know-how for Welding Shop process; • Monitor welding shop process KPIs and assist in technical activities; • Engineering project planning and new model product preparation; • Project management, process improvement and production support; • Develop project proposal sheets; • Preparation of progress and update reports. 	<ul style="list-style-type: none"> ○ Must have a Bachelor's/College Degree in Industrial Engineering or Mechanical Engineering; ○ Able to interpret technical drawings, mechanical designs, and engineering computation; ○ Can easily understand measurements, drawings, and layouts; ○ Can analyse, measure and manage risk factors; ○ Adept in the three-dimensional coordinate system; ○ Proficient in the use of AutoCAD, CATIA, Pro-Model, and Mini-Tab; ○ Relevant experience in design works and manufacturing operations is an advantage; ○ Applicants must be willing to work in Santa Rosa Laguna.
OFFICE OF THE PRESIDENT	<p>DISPATCH PLANNER (Three slots available)</p>	<ul style="list-style-type: none"> • Reform Transport Operations for all Toyota Delivery Areas in the Philippines; • Create daily trailer diagram schedule according to Production requirements or priority; • Determine vehicle priority and nature of request for immediate feedback to all concerned members; • Maintain complete and accurate records, logs and reports for daily trailer instructions; • Establish and propose risk management programs for systems development for continuous process improvement; • Conduct time and motion study of car carrier delivery operations; • Assist the team in the preparation of reports and documents such as policies, user requirements (in case of system improvement assignment), etc. • Coordination with logistics service provider with regard to data collection, time and motion study and presentation of results 	<ul style="list-style-type: none"> ○ Must have a Bachelor's/College Degree in any four year course; ○ Priority are candidates with experience in delivery planning and trailer operations; ○ Relevant experience in delivery schedule and dispatch planning and trailer operations is a requirement; ○ Required Skill(s): Delivery Planning, Trailer Operations, MS Excel, Logistics, Process Improvement; ○ Candidate must be meticulous, detail-oriented and has high appreciation for organization, order and accuracy; ○ Willing to extend beyond regular work hours (overtime, holiday, field work); ○ Willing to be deployed for official business trips ; ○ Applicants must be willing to work in Santa Rosa Laguna.

Qualified applicants may send their application to the following websites:

Jobstreet: <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

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Email Address: find.fulfillment@toyota.com.ph

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*** 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.

