

CAREER POSSIBILITIES

Updated as of July 2017

	POSITION	JOB DESCRIPTION	QUALIFICATIONS
INFORMATION SYSTEMS	<p><b>IT OPERATIONS SPECIALIST</b> (One slot available)</p>	<ul style="list-style-type: none"> <li>Installing and upgrading the database server and application tools;</li> <li>Allocating system storage and planning future storage requirements for database system;</li> <li>Modifying database structure as necessary from information given by application developers;</li> <li>Enrolling users and maintaining system security;</li> <li>Ensuring compliance with database vendor license agreement;</li> <li>Controlling and monitoring of user access to database;</li> <li>Planning for backup and recovery of database information;</li> <li>Maintaining archived data;</li> <li>Contacting database vendor for technical support;</li> <li>Generating various reports by querying from database.</li> </ul>	<ul style="list-style-type: none"> <li>Must have a Bachelor's Degree in <b>Information Technology, Computer Engineering, or Information Systems</b>;</li> <li>Knowledge of database theory and design;</li> <li>Knowledge about RDBMS, structured query language;</li> <li>General understanding of distributed computing architectures, operating systems (Windows/Linux), storage technologies and networking</li> <li>General knowledge of routine maintenance, recovery and handling failover of a database;</li> <li>Able to perform the following:                             <ul style="list-style-type: none"> <li>Database administration and performance tuning;</li> <li>Perform backup and restore;</li> <li>Implement recovery procedures;</li> <li>Conduct system backups;</li> </ul> </li> <li>Ensure technical and functional designs meet business requirements;</li> <li>Must be willing to work in <b>Santa Rosa, Laguna</b></li> </ul> <p><b>For Fresh Graduate Applicants:</b></p> <ul style="list-style-type: none"> <li>Must have a Bachelor's Degree in <b>Information Technology, Computer Engineering or Information Systems</b>;</li> <li>Good academic standing, no failing grades;</li> <li>Open to be trained given the post's job description;</li> <li>Must be willing to work in <b>Santa Rosa, Laguna</b></li> </ul>
	<p><b>PROGRAMMER</b> (Nine slots available)</p>	<ul style="list-style-type: none"> <li>Designs, codes, tests, corrects and documents moderately complex programs and program modifications from supplied specifications using agreed standards and tools;</li> <li>Designs test cases and test scripts under own direction, mapping back to pre-determined criteria, recording and repeating outcomes;</li> <li>Analyses and reports problems/test activities &amp; results;</li> <li>Identifies and reports issues and risks associated with own work;</li> <li>Documents changes based on requests for change;</li> <li>Applies change control procedures;</li> <li>Conducts status report.</li> </ul>	<ul style="list-style-type: none"> <li>Must have a Bachelor's Degree in <b>Computer Science, Information Technology, Computer Engineering or Information Systems</b>;</li> <li>At least 1 year of .Net Programming (C#, ASP), web development experience;</li> <li>At least 1 year of SQL programming with experience working with SQL Server Integration Services (SSIS) and stored procedures;</li> <li>Cascading Style Sheets development;</li> <li>Experience in system testing and system audit;</li> <li>Must be willing to work in <b>Santa Rosa, Laguna</b>.</li> </ul> <p><b>Technical Skills:</b></p> <ul style="list-style-type: none"> <li>Business flowcharting;</li> <li>Change Management;</li> <li>Programming/Testing Methodologies;</li> <li>Software Development Lifecycle;</li> <li>Work Breakdown Structure.</li> </ul> <p><b>For Fresh Graduate Applicants:</b></p> <ul style="list-style-type: none"> <li>Must have a Bachelor's Degree in <b>Computer Science, Information Technology, Computer Engineering or Information Systems</b>;</li> <li>Good academic standing, no failing grades;</li> <li>Open to be trained given the post's job description;</li> <li>Familiar with .NET programming (C#, ASP), SQL programming &amp; CSS;</li> <li>Must be willing to work in <b>Santa Rosa, Laguna</b>.</li> </ul>
	<p><b>SYSTEM QUALITY ASSURANCE SPECIALIST</b> (One slot available)</p>	<ul style="list-style-type: none"> <li>Implement projects related to system quality improvement activities;</li> <li>Develop policy and guidelines pertaining to system quality assurance activities;</li> <li>coordinate with system project owners related to system quality testing activities;</li> <li>Conduct system testing;</li> <li>Review documents and prepare test scripts and scenarios.</li> </ul>	<ul style="list-style-type: none"> <li>Must have a Bachelor's Degree in <b>Computer Science, Information Technology, Computer Engineering or Information Systems</b>;</li> <li>Must have programming experience;</li> <li>Strong knowledge in systems development cycle;</li> <li>Experience in system testing and system audit;</li> <li>Familiar with Windows 7 or higher, Microsoft .Net platform (VB.net, C#), SQL server 2008 or higher, Subversion source code control and Btrack bug tracking tool;</li> <li>Must be willing to work in <b>Santa Rosa, Laguna</b>.</li> </ul> <p><b>For Fresh Graduate Applicants:</b></p> <ul style="list-style-type: none"> <li>Must have a Bachelor's Degree in <b>Computer Science, Information Technology, Computer Engineering or Information Systems</b>;</li> <li>Good academic standing, no failing grades;</li> <li>Open to be trained given the post's job description;</li> <li>Familiar with Windows 7 or higher, Microsoft .Net platform (VB.net, C#), SQL server 2008 or higher, Subversion source code control and Btrack bug tracking tool;</li> <li>Must be willing to work in <b>Santa Rosa, Laguna</b>.</li> </ul>

<b>MARKETING (MAKATI CITY)</b>	<p><b>AREA OPERATIONS SPECIALIST</b> (Two slots available)</p>	<ul style="list-style-type: none"> <li>• Annual and monthly dealer sales target setting;</li> <li>• Dealer sales performance management;</li> <li>• Dealer/market feedback monitoring;</li> <li>• Ageing units management;</li> <li>• Dealer events management.</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Marketing, Business Administration / Management or equivalent</b>;</li> <li>○ Experience in Sales Distribution, Area or Territory Sales Management is an advantage;</li> <li>○ Fresh graduates/Entry level applicants are welcome to apply;</li> <li>○ Excellent interpersonal, written, and oral English communication skills;</li> <li>○ Must possess good customer-service orientation;</li> <li>○ Applicants must be willing to work in <b>Makati City</b>.</li> </ul>
	<p><b>PR &amp; MEDIA SPECIALIST</b> (One slots available)</p>	<ul style="list-style-type: none"> <li>• Conceptualize marketing strategies;</li> <li>• Handle / Manage global, regional and local campaigns;</li> <li>• Brand Management;</li> <li>• Handle event coordination and implementations.</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Management</b> or any <b>Business Course</b>;</li> <li>○ Fresh graduates/Entry level applicants are welcome to apply;</li> <li>○ With 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><b>SALES PLANNING SPECIALIST</b> (One slot available)</p>	<ul style="list-style-type: none"> <li>• Help ensure top sales status in all regions by conducting monthly demand and supply analysis;</li> <li>• Ensure optimum balance of demand and supply;</li> <li>• Help monitor sales planning, market forecast and demand and supply.</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Management, Economics, Industrial Engineering</b> or any <b>Business Course</b>;</li> <li>○ Fresh graduates/Entry level applicants are welcome to apply;</li> <li>○ Has at least a year of driving experience;</li> <li>○ With 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><b>SALES TRAINING SPECIALIST</b> (One slot available)</p>	<ul style="list-style-type: none"> <li>• Conducts the following trainings but not limited below: Sales process Basic Automotive Knowledge Customer Satisfaction</li> <li>• Monitoring of sales force performance and implementation of incentive programs;</li> <li>• Monitoring of supplier's contract compliance;</li> <li>• Develop supplier evaluation management mechanism;</li> <li>• Develop sales training.</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Management, Industrial Engineering</b> or any <b>Business Course</b>;</li> <li>○ Experience in Sales, Marketing and Training is an advantage;</li> <li>○ With excellent written and verbal communication skills;</li> <li>○ Proficient in Photoshop / Video Editing</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><b>SALES KAIZEN SPECIALIST</b> (One slot available)</p>	<ul style="list-style-type: none"> <li>• Develop improvement activities for the Toyota Insure Program;</li> <li>• Monitor program's Key Performance Indicators (KPIs) and update reports;</li> <li>• Conduct business studies and data analysis for project management;</li> <li>• Promote the program and oversee its implementation to the dealer network;</li> <li>• Manage databases and regular progress reporting to top management.</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Business Administration, Management, Marketing</b> or <b>equivalent</b>;</li> <li>○ Knowledgeable in Business Research, Feasibility Studies and Operations Management;</li> <li>○ Must be proficient in using MS Office programs, particularly Excel;</li> <li>○ Must possess excellent communication and presentation skills;</li> <li>○ Fresh graduates are welcome to apply; relevant working experience is an advantage;</li> <li>○ Must be willing to work in <b>Makati City</b>.</li> </ul>
	<p><b>SALES PLANNING SPECIALIST</b> (One slot available)</p>	<ul style="list-style-type: none"> <li>• Strategy Planning</li> <li>• Marketing Research &amp; Benchmarking</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>• Marketing Business Plans and target setting</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, Business / Management Economics, Commerce</b> or <b>equivalent</b>;</li> <li>○ Knowledgeable in Econometrics, Statistics, Research and Forecasting Techniques;</li> <li>○ Must be proficient in using MS Office programs, particularly Excel;</li> <li>○ Must possess excellent communication and presentation skills;</li> <li>○ Fresh graduates are welcome to apply; relevant working experience is an advantage;</li> <li>○ Must be willing to work in <b>Makati City</b>.</li> </ul>
	<p><b>MARKETING (SANTA ROSA CITY)</b></p>	<p><b>AREA OFFICER</b> (One slot available)</p>	<ul style="list-style-type: none"> <li>• Consultant to dealer service and parts operations (creation of marketing plans, evaluation and planning of daily activities);</li> <li>• Travel to assigned dealerships, with possibility of nation-wide frequent travel;</li> <li>• Evaluation of dealer training needs and recommendation of appropriate training programs;</li> <li>• Ensures compliance to corporate policies and standard delivered procedures internally and externally;</li> <li>• Customer complaint resolution;</li> <li>• Promote cooperation and teamwork between Service, Parts, Technical and Sales departments.</li> </ul>

**PRODUCTION ENGINEER**

(One slot available)

- Provide technical assistance in paint shop processes;
- Monitor program's Key Performance Indicators (KPIs) and update reports;
- Reduce and eliminate safety risk in assigned process
- Develop cost reduction activities

- Must have a Bachelor's Degree in **Mechanical Engineering, Chemical Engineering or Electrical Engineering**;
- 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);
- Must be willing to work in **Santa Rosa, Laguna**.

**\* 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)

Qualified applicants may send their **RESUME with photo and PHOTOCOPY OF TRANSCRIPT OF RECORDS (TOR) / TRUE COPY OF GRADES (TCG)** to [find.fulfillment@toyota.com.ph](mailto:find.fulfillment@toyota.com.ph)  
**ALL VACANCIES ARE ALSO POSTED ON THE FOLLOWING WEBSITES:** [www.jobstreet.com](http://www.jobstreet.com)  
[www.kalibrr.com](http://www.kalibrr.com)

**\* TMP ACCEPTS INTERNSHIP APPLICANTS!**

Applicants may send their **RESUME with photo and Endorsement Letter from School**

**\*\* Please indicate in the Subject: Your Name and the Position you want to be considered for**  
**\*\*\* Total File Size must not exceed 3MB**

**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 loc 8181/8180  
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)  
You may visit Toyota Motor Philippines Corporation profile on the following websites:  
[www.jobstreet.com](http://www.jobstreet.com)  
[www.kalibrr.com](http://www.kalibrr.com)