

CAREER POSSIBILITIES

Updated as of December 2017

	POSITION	JOB DESCRIPTION	QUALIFICATIONS
INFORMATION SYSTEMS	<b>PROGRAMMER</b> (seven slots available)	<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>
	<b>INTERNAL AUDITOR</b> (One slots available)	<ul style="list-style-type: none"> <li>• Internal auditing;</li> <li>• Risk-based auditing;</li> <li>• Financial report preparation;</li> <li>• Systems review and operations assessment.</li> </ul>	<ul style="list-style-type: none"> <li>○ Must have a Bachelor's Degree in <b>Accountancy</b>;</li> <li>○ Must be a Certified Public Accountant;</li> <li>○ Have excellent oral and written English communication skills;</li> <li>○ Preferably with related work experience in Audit (6 months to 1 year);</li> <li>○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint);</li> <li>○ Must be willing to render overtime and do field work from time to time;</li> <li>○ Must be willing to work in Santa Rosa, Laguna.</li> </ul>
MARKETING (MAKATI CITY)	<b>SALES TRAINING SPECIALIST</b> (One slot available)	<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 or any 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>
	<b>SALES PLANNING SPECIALIST</b> (One slot available)	<p><b>Overview:</b></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> </ul> <p><b>Specific duties:</b></p> <ul style="list-style-type: none"> <li>• Preparation and Consolidation of Overall Sales Strategy;</li> <li>• Consolidate regional Chamber of Automotive Manufacturers in the Philippines (CAMPI) documents;</li> <li>• Preparation of Executive and Divisional Reports;</li> <li>• Creation and reporting of Executive PowerPoint;</li> <li>• Conceptualization of marketing business plans and targets;</li> <li>• Regular progress reporting 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 or equivalent</b>;</li> <li>○ Highly proficient in the use of MS Office applications (Excel, Word, PowerPoint);</li> <li>○ With excellent written and verbal communication skills;</li> <li>○ Willing to extend beyond regular work hours (overtime, holiday, field work);</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>

**MARKETING (SANTA ROSA CITY)**

**WARRANTY SPECIALIST**

(One slot available)

- Facilitate Warranty Policy Implementation for Product Quality Improvement;
- Support Dealer Network on Warranty Operations & Claim Cost Recovery;
- Facilitate Warranty Claim Application to Dealer;
- Coordinate with Toyota HQ, Regional Affiliates & Dealer Network on Warranty Policies;
- Support Warranty Claim Cost settlement and recovery to Regional HQ.

- Must have a Bachelor's Degree in **Mechanical, Industrial, Automotive or related Technical/ Engineering courses**;
- 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);
- Knowledgeable in Technical Writing & Presentation;
- Preferably with prior Automotive Industry background;
- Basic or Advance Automotive knowledge is an advantage;
- 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)

**\*\* 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  
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