



Making Life Easier Scholars

INTERN DESCRIPTIONS

Requisition: TFSINT001

Intern Department: TFS Human Resources - Training & Development Intern

Location: Torrance, CA

As a summer intern in the TFS Human Resources Department, the intern will interact with the HR department, internal TFS customers/employees, TMS program partners, and vendors and assist in a variety of Training & Development (T&D) /Organizational Development (OD) projects and support activities.

Assignments may include:

1. Assist with the design and delivery of an employee mentoring program
2. Research T&D/OD best practices, as needed
3. Prepare presentations and training materials
4. Assist in the redesign and maintenance of TFS' development web site
5. Create reports and help synthesize program survey data
6. Participate in special projects and event planning
7. Perform administrative and other tasks, as requested

Required Skills:

- Strong verbal and written communication skills
- Strong organizational skills and an attention to details
- Team oriented and results driven
- Knowledge of Microsoft Office applications (Word, Excel, Powerpoint, etc.)
- Attendance and punctuality are essential for this position

HOW TO APPLY:

Candidates should send an email to TFS_Talent_Acquisition@Toyota.com that includes a resume and the requisition number (e.g., TFSINT001) to which you're applying.



Making Life Easier Scholars

INTERN DESCRIPTIONS

Requisition: TFSINT002

Intern Department: TFS Corporate Legal

Location: Torrance, CA

As a summer intern in the TFS Legal Department, the intern will interact with attorneys, paralegals and administrative staff and assist in a variety of legal, business and support activities.

Assignments may include:

1. Research legal and business issues
2. Prepare presentations and training materials
3. Assist in the design and maintenance of the Legal Department web site
4. Create reports and synthesize data from the Matter Management system
5. Participate in special projects and event planning
6. Perform administrative and other tasks, as requested

Required Skills:

- An interest in the law preferred
- -Strong verbal and written communication skills
- Strong organizational skills and an attention to details
- Team oriented and results driven
- Strong data entry skills
- Aptitude to quickly learn and use software applications
- Knowledge of Microsoft Office applications (Word, Excel, etc.) and Lotus Notes
- Attendance and punctuality are essential for this position

HOW TO APPLY:

Candidates should send an email to TFS_Talent_Acquisition@Toyota.com that includes a resume and the requisition number (e.g., TFSINT002) to which you're applying.



Making Life Easier Scholars

INTERN DESCRIPTION

Requisition: TFSINT003

Intern Department: TFS Community Relations

Location: Torrance, CA

As a summer intern in the TFS Community Relations Department, the intern will interact with Community Relations staff and assist in a variety of Community Relations, business and support activities.

Assignments may include:

1. Compile, write, and edit content for U.S. Toyota philanthropy newsletter.
2. Assist in planning and coordination of community events, including "Community Day at TFS."
3. Support social media project benefitting nonprofit partners

Required Skills:

- An interest in community relations and volunteerism preferred
- Strong verbal and written communication skills
- Strong organizational skills and an attention to details
- Team oriented and results driven
- Aptitude to quickly learn and use software applications
- Knowledge of Social Networking tools and Microsoft Office applications
- Attendance and punctuality are essential for this position
- Completed coursework in communications, business, or marketing would assist the intern in their work

HOW TO APPLY:

Candidates should send an email to TFS_Talent_Acquisition@Toyota.com that includes a resume and the requisition number (e.g., TFSINT003) to which you're applying.



Making Life Easier Scholars

INTERN DESCRIPTIONS

Requisition: TFSINT004

Intern Department: TFS Sales Administration

Location: Torrance, CA

As a summer intern in the TFS Sales Administration Department, the intern will interact with the Sales Administration team and select Field and HQ associates to assist in a variety of DSSO operational support activities

Assignments may include:

1. Assist with validating data and cleaning up existing Excel reports
2. Support and participate in project meetings
3. Assist in the design/implementation of Field Calendar onto the department web page
4. Create reports and desk guides for Field operation processes
5. Perform administrative and other tasks, as requested such as documenting notes

Required Skills:

- Strong verbal and written communication skills
- Strong organizational skills and an attention to details
- Team oriented and results driven
- Strong data entry skills
- Aptitude to quickly learn and use software applications
- Knowledge of Microsoft Office applications (Word, Excel, etc.) and Lotus Notes
- Attendance and punctuality are essential for this position

HOW TO APPLY:

Candidates should send an email to TFS_Talent_Acquisition@Toyota.com that includes a resume and the requisition number (e.g., TFSINT004) to which you're applying.



Making Life Easier Scholars

INTERN DESCRIPTIONS

Requisition: TFSINT005

Intern Department: TFS Commercial Finance

Location: Torrance, CA

As a summer intern in the TFS Commercial Finance Department, the intern will interact with staff and assist in a variety of commercial finance, business and support activities.

Assignments may include:

1. Maintain the customer file databases for Commercial Finance using Microsoft Access and Imaging System. Responsibilities include checking files into and out of the database, pulling and sending files to retention, running database reports and providing assistance to associates to resolve questions or locate files.
2. Assist business with key initiatives such as growing the business, responding to audits, and rolling out new financing programs.
3. Identify and implement process improvement initiatives.
4. Answer customer service calls and respond to customer inquiries striving for one call resolution.
5. Promptly respond to customer emails in an expeditious manner and with a sense of urgency. Document all conversations and activities in system. Work with customers to get information, assess needs and resolve delinquency.

Required Skills:

- Strong verbal and written communication skills
- Strong organizational skills and an attention to details
- Team oriented and results driven
- Strong data entry skills
- Aptitude to quickly learn and use software applications
- Knowledge of Microsoft Office applications (Word, Excel, etc.) and Lotus Notes
- Attendance and punctuality are essential for this position

HOW TO APPLY:

Candidates should send an email to TFS_Talent_Acquisition@Toyota.com that includes a resume and the requisition number (e.g., TFSINT005) to which you're applying.



Making Life Easier Scholars

INTERN PROGRAM

Requisition: TFSINT010

Intern Department: TFS Technology- IT Summer Intern

Location: Torrance, CA

As a summer intern in the TFS Technology Department, the intern will interact with IT staff and assist in a variety of IT, business and support activities.

Assignments may include:

1. Assist with the development of Information Technology (IT) strategic plans
2. Research IT related and business issues
3. Evaluate the impact of new technology trends, such as cloud based computing
4. Participate in strategic discussions with the business to develop long-term IT plans
5. Attend BTS leadership meetings and document meeting notes
6. Interact with key business leaders and mentors
7. Assist with synthesizing data and developing performance reports
8. Prepare presentations, training materials, and other communication memos
9. Participate in special projects such as process improvement through the Kaizen process
10. Complete assigned enrichment/learning tasks that will be provided by the intern sponsor

Required Skills:

- An interest in developing new business capabilities is preferred
- Strong verbal and written communication skills
- Strong organizational skills and an attention to details
- Team oriented and results driven
- Strong data entry skills
- Aptitude to quickly learn and use software applications
- Knowledge of Microsoft Office applications (Word, Excel, Powerpoint, etc.) and Lotus Notes
- Attendance and punctuality are essential for this position

HOW TO APPLY:

Candidates should send an email to TFS_Talent_Acquisition@Toyota.com that includes a resume and the requisition number (e.g., TFSINT010) to which you're applying.