



## Making Life Easier Scholars

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### **INTERN DESCRIPTIONS**

**Requisition: TFSINT007**

**Intern Department: TFS Dealer Sales and Services Office**

**Location: Various Cities (Atlanta, Baltimore, Kansas City, Dallas, Anaheim, San Diego)**

As a summer intern in the TFS Dealer Sales and Service Office, the intern will interact with staff and assist in a variety of commercial finance, business and support activities.

#### **Assignments may include:**

The Summer Intern will be trained as a contract analyst. He/she will be trained to complete all tasks associated with retail discounting including pre-discounting, proofing and booking of deals, DMS, held offering database, and correction letters. He/she will also be trained in held-offering follow-up and resolution. Some dealer interaction will be required. In addition to being trained as a contract analyst, he/she will have the opportunity to sit with at least one associate in each job in order to experience the full description of a DSSO. This will include mirroring the contract analysts, credit analysts, wholesale analyst, and an Area Sales Manager (ASM).

#### **Additional Experience may include:**

1. ASM Ride-a-long
2. Product Manager Exposure (if possible)
3. Exposure to Credit Decisioning
4. Clarity on roles in the Dealer Sales and Service Office (Supervisor and Dealer Services Operations Manager/ Dealer Sales and Services Manager)

#### **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, etc.) and Lotus Notes
- Attendance and punctuality are essential for this position

#### **HOW TO APPLY:**

Candidates should apply by sending an email to [TFS\\_Talent\\_Acquisition@Toyota.com](mailto:TFS_Talent_Acquisition@Toyota.com). Please include a resume, the requisition number (e.g., TFSINT007), and location to which you're applying.