

Posting – Toyota Planning Center Co-op

Toyota Motor Engineering & Manufacturing North America, Inc (TEMA) is the alignment of Toyota's North American R&D and manufacturing operations, joining the operations, planning and technical functions. Established in April 2006, TEMA strengthens Toyota's North American customer focus, through improved supplier cooperation, overall speed, flexibility and attention to quality. TEMA headquarters in Erlanger, KY, house the Toyota Operations Center and the Toyota Planning Center. The main offices for the Toyota Technical Center are in Ann Arbor, MI. This is an opening in our Co-Op Program. The Co-op assignment will be with the Toyota Technical Center (TTC). In order to be considered for the position, you must meet the criteria of our Co-op Program including GPA, Satisfactory Driving Record, as well as being enrolled as a Student.

Terms: Winter 2009 (January – May)

Department: Safety & Environmental

Preferred Education: Junior or Senior pursuing Environmental Occupational Health Degree, Environmental or Safety Engineering

School Requirements: Candidates with a GPA \geq 3.0 (Cumulative) will be considered

Preferred Software Skills: Ability to use different search engines for information retrieval - Google, Explorer, etc; Well-versed knowledge in Microsoft Office package including Word, Excel and PowerPoint

Primary Duties/Responsibilities:

- 1) Elevated Work Policy Compliance
- 2) Develop Compliance/Implement Plan
- 3) Update Code of Safe Practice
- 4) New Hire Orientation
- 5) Safety Training Program Review
- 6) Update Permit Matrix

Ideal Candidate: Motivated individual with background in safety regulatory requirements

Location: Gardena, CA

Interested candidates should send an email to **Ryanne Prost** at ryanne.prost@tema.toyota.com with the subject line "**SSE Co-op**". Please include an updated copy of your resume and attach an unofficial copy of your college transcript **by 10/1/2008**.

Additionally, please answer and include the following questions with your reply:

1. Are you legally authorized to work in the United States immediately? (Yes/No)
2. Are you legally authorized to work in the United States indefinitely? (Yes/No)
3. Are you able to work at least 40 hours a week for the Winter 2009 (January - May) term?
4. How many total non-consecutive co-op terms are you available prior to graduation (prefer 3 rotations)?
5. Please list specific dates for each non-consecutive co-op term you are available for prior to graduation (for example: Jan 5-May 30, 2009)?
6. At Toyota, safe driving is very important. Have you had any driving offenses, including speeding tickets in the last three years? If so, how many?
7. Please provide your current cumulative GPA?