



# Career Opportunities for

MHYLES  
CORPORATION

## Mhyles Corporation

259 McArthur Hiway Karuhatan Valenzuela City

**Tel.:** 293-5681 **Email:** mhylescorp.zam@gmail.com

### TAX PLANNING ASSISTANT

- Candidate must possess at least Bachelor's/College Degree in Accountancy or equivalent.
- At least 6 Months(s) of working experience in the related field is required for this position.
- Proficient in the use of MS Office (Excel, Powerpoint and Word), Internet and e-mail;
- Familiar with Tax preparation procedures
- Must have knowledge in government transactions and BIR Processes;
- Must be self-propelled, team player and dynamic thinker;
- Willing to do field work

### AUDITORS

- Candidate must possess at least Bachelor's/College Degree in Accountancy/Finance or equivalent.
- At least 6 month(s) of working experience in the related field is required for this position.
- Proficient in the use of MS Office (Excel, Powerpoint and Word), Internet and e-mail;
- With relevant auditing related work experience is an advantage but not required;
- Must be self-propelled, team player and dynamic thinker; independent and a quick learner
- Fresh graduates are encouraged to apply

<p style="text-align: center;"><b>MARKETING ASSISTANTS</b></p> <ul style="list-style-type: none"> <li>• With pleasing personality</li> <li>• Must be a graduate of BSBA major in Marketing Management or equivalent</li> <li>• Willing to be trained, goal-oriented and resourceful</li> <li>• Can work on weekends</li> <li>• Must be familiar with different Marketing strategies and latest trends in Cosmetics industry</li> <li>• Good communications skills is required</li> </ul>	<p style="text-align: center;"><b>ACCOUNTING ASSISTANTS</b></p> <ul style="list-style-type: none"> <li>• Graduate of BS Accountancy/Accounting Tech</li> <li>• With strong background in Accounting Techniques</li> <li>• Has experience in handling AR, AP, Reconciliations</li> <li>• Can work independently and flexible</li> </ul>
<p style="text-align: center;"><b>MARKETING OFFICER</b></p> <ul style="list-style-type: none"> <li>• With pleasing personality</li> <li>• Must be a graduate of BSBA major in Marketing Management or equivalent</li> <li>• With at least 2 years' experience as a Marketing Officer</li> <li>• With above average communication skills</li> <li>• Resourceful, creative and independent</li> </ul>	<p style="text-align: center;"><b>ACCOUNTANTS (CPA)</b></p> <ul style="list-style-type: none"> <li>• Must be a C.P.A.</li> <li>• Graduate of BS Accountancy</li> <li>• With at least 3 years of relevant experience as Accountant</li> <li>• With strong background of general accounting</li> </ul>

## **Compensation Plan Presenters**

- Candidate must possess the Bachelor's Degree of Business Administration, Marketing Management, Business Ethics, Laws and Statistics or equivalent.
- At least 6 Month(s) of working experience in the related field is required for this position.
- Preferably Less than 1-year experience specialized in handling the compensations, finance accounting or equivalent.
- Proficient in the use of MS Office (Excel, Powerpoint and Word), Internet and e-mail.
- With relevant compensating related working experience is an advantage.
- Must have the Good Pleasing Personality.
- With very good comprehension in numbers, must be agile and dynamic thinker.
- Willing to be assigned in Quezon City area.