

## **Research / Writer – Indirect Tax**

B. Hoffmann & Associates Ltd., operating as BHM Professional Corporation, is a boutique indirect tax firm working with clients in both the Automotive and Banking industry. We are dedicated to minimizing the overall ongoing indirect tax costs for our clients. We are devoted to delivering a world class customer experience with each and every customer interaction.

At BHM, we live by our core values: Friendly, Honest, Reliable, Forward and Involved.

Diversity is important to us, and we believe our differences make us a better company. Our differences help us to be innovative, with new attitudes, new processes, and new solutions to difficult problems. We respect our differences, and this respect is shared throughout our culture.

Currently, we are looking for someone with a passion for writing and an understanding of Taxation terminology to work with our President to produce articles and communications for generating new business.

### **As a result, you need to:**

- Be enrolled in a University Co-op Program,
- Be a critical thinker as well as open minded
- Have excellent written and communication skills to transform and present potentially complex information into lay terminology
- Have knowledge in, and be comfortable with, all Microsoft Office Suite products

If you are excited to learn, grow and evolve your career as part of an incredible team, you should apply for this role. If you still need a bit more information about the Co-op role itself, here's what it looks like.

### **You will be responsible for:**

- Under supervision, drafting, writing, editing, and proofreading text
- Finding and pitch topics for articles related to Indirect Tax and its' affects on business
- Working with our marketing partner to manage uploads to company LinkedIn Account
- Assisting with research requests related to Federal and Provincial taxes, including but not limited to G.S.T. Customs and Excise tax, Luxury tax, etc.,
- Other duties as assigned

**We are offering 4 and 8-month terms.**

If you feel you have the work ethic needed for this position, we are excited to review and consider your resume to become part of our team.

We are committed to providing equal opportunities for persons with disabilities. Accommodations are available at all stages of the recruitment process, at the candidate's request.

**Covid 19 Consideration:**

As part of the BHM team, we want to ensure that our staff is adequately protected against any potential health risk. As such, we are listening and respecting both the government and our client guidelines related to Covid 19.

This position will be a hybrid position with time working both from home and from our office location in Vaughan, ON