

## Timothy Schmalz Inc

15 Park E, Elmira, ON

# Office Assistant

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## About Timothy Schmalz

For over 30 years, Timothy Schmalz has been sculpting large-scale sculptures in bronze, with his works installed worldwide. His most reputed pieces are permanently installed in the most historical locations in Rome and the Vatican. His series of bronze sculptures highlighting the plight of the homeless within the context of Christian values has been placed in locations across 6 continents. The most notable of these is his “Homeless Jesus” which has over a 100 installations across the world. In 2019, Pope Francis installed his monumental migrant sculpture “Angels Unawares” in St. Peter’s Square - the first piece to be placed in this historical location in centuries.

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Catholic Sculptor Timothy Schmalz is looking for an Office Assistant for his Studio in Elmira. The job will range from 20-30hrs a week, with at least one day a week in the office in Elmira, depending on the needs of the Studio. The hourly rate is \$35 per hour.

## Responsibilities:

- Ensuring the proper recording of bills and invoices in the bookkeeping software
- Preparing financial information to provide to Accountants for tax purposes
- Creating invoice and writing and mailing out cheques
- Coordinate international shipping of both miniatures and large-scale sculptures
- Reaching out to ProLife organizations and Catholic Bishops around the world
- Book and Website Design using a variety of platforms

## Knowledge, Competencies & Skills:

- Bookkeeping experience with either Xero or Quickbooks and Hubdocs is helpful
- Strong written and verbal communication skills
- Ability to work independently
- Ability to multi-task and prioritize work effectively
- Proficient with computers, in particular Microsoft Office and Google Suites
- Experience with Wordpress, Wix, Adobe Photoshop and Adobe InDesign
- Knowledge of social media platforms and how video and multimedia content can drive engagement.
- Familiarity with Roman Catholic teachings, knowledge of popular Saints and current events in the Catholic Church

If you are interested in this position, please send a resume to [timothyschmalz.comms@gmail.com](mailto:timothyschmalz.comms@gmail.com) by March 31, 2026