

The Town of Perth is currently recruiting for a Visitor Services Assistant



Posting Date: July 23, 2025
Closing Date: August 6, 2025, at 5 P.M.
Salary Range: \$17.90 to \$20.12/hour
Hours of Work: Up to 24 hours per week, including weekends
Classification: PT-1
Status: Part-time Non-Unionized position

The Town:

At the Town of Perth, we offer exciting employment opportunities in a workplace that values diversity, collaboration, and community engagement. Working with us means being part of a team that makes a real difference in the lives of our residents. Whether you're starting your career or looking for new challenges, we can't wait for you to join us!

The Opportunity:

The Visitor Services Assistant plays a key role in supporting the daily operations of the Perth Museum and Visitor Information Centre. This position is responsible for coordinating and restocking gift shop inventory, managing sales and tracking reports, and handling financial tasks such as deposits and journal entries. The role includes operating the cash register, delivering friendly customer service, and creating social media content to promote Perth Tourism and the Museum. The Visitor Services Assistant also supports events and programs, helps maintain a clean and welcoming space, and performs other duties as assigned by the Manager of Tourism & Culture.

What you will do:

- Coordinate and restock gift shop inventory, maintain product displays, and communicate with consignors
- Track sales and inventory, and generate regular inventory reports
- Operate the cash register and point of sale system, process daily transactions, and manage reconciliations
- Coordinate and prepare the deposit, journal entries and cheque requests
- Provide friendly and knowledgeable customer service to Museum and Visitor Information Centre guests
- Create and post social media content promoting Perth Tourism and Perth Museum
- Assist with museum and tourism programming and events, including planning, set-up, clean-up, delivery and evaluation

The Town of Perth is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the [Human Resources Administrator](#) as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the [Human Resources Administrator](#).

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- Perform light housekeeping duties to maintain a clean and welcoming environment
- Perform other duties as directed by the Manager of Tourism & Culture

What you will need:

- Basic literacy and a willingness to learn
- Customer service experience an asset
- Good organizational, communication, and interpersonal skills
- Comfortable using computers; basic knowledge of email, spreadsheets, and point-of-sale systems is an asset
- Friendly and approachable, with the ability to communicate effectively with visitors of all ages and abilities
- Experience with social media platforms (Instagram and Facebook) is an asset
- Interest or background in tourism, museums, or customer service is an asset
- Ability to work independently and as part of a small team

What we are offering:

The Town of Perth is proud to offer the following benefits with this job:

- Public Holiday pay
- Vacation pay
- Employer Matched Pension Program (OMERS)

The Next Step:

If you have the necessary skills, experience, and qualifications, and you can support our core values, we invite you to submit your application using the apply now link below.

[APPLY NOW](#) or visit our [Employment page](#) for other opportunities.

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