



Fitzsimons Redmond LLP



#WPEP-2353160

Fitzsimons Redmond LLP, 6 Clanwilliam



Terrace, Grand Canal Quay, Dublin 2, D02

FP22



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



20/09/2024



15/11/2024

How to apply

Application Method :

This programme is for jobseekers that are in receipt of a qualifying social welfare payment and those transferring from a social welfare scheme. Full eligibility details are available [here](#)



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Legal Assistant - WPEP Scheme

Application Details

This Work Placement Experience Programme provides Participants with an opportunity to gain meaningful work experience, learning and training while on the programme. This programme is for jobseekers who are in receipt of qualifying social welfare payments and those transferring from a social welfare scheme or an ETB Training Allowance. Your eligibility for this programme will be verified by the Department as part of the application process.

Job Description

Participants will gain experience in the following:

Assisting with corresponding with clients over the phone, in writing and in person.

Assisting with preparation of legal documents

Assisting with drafting and reviewing contracts

Assisting with conducting legal research

Assisting with answering telephones

Assisting with administration tasks including filing, scanning, photocopying and typing. In house computer systems

Assisting with answering telephones and transferring calls

Assisting with all areas of general practice including litigation, commercial law, employment law and probate

Role Description

This is a training and work experience opportunity; no prior experience in this role is necessary.

Accredited and/or sector recognised training will be provided to support your placement. Participants are eligible to participate in the WPEP QQI Work Experience Module which was developed by the Education & Training Boards in collaboration with the Department of Social Protection. This optional module will fulfil your accredited training requirements for the WPEP. Formal Training In:

- Corresponding with clients over the phone, in writing and in person

- Preparation of legal documents

- Drafting and reviewing contracts

- Legal file management

- Administration tasks including filing, scanning, photocopying and typing

- In house computer systems including Microsoft 365 and Leap Case Management System
- Answering telephones and transferring calls
- All areas of general practice including litigation, commercial law, employment law and probate

Informal Training In:

- Client relations and customer service skills
- Communication and interpersonal skills
- Teamwork
- Ability to work on own initiative
- Prioritising workload and meeting deadlines to a high standard
- **Sector:** professional, scientific and technical activities

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0