



GHO DISTRIBUTION LIMITED



#WPEP-2389953



G.H.O. DISTRIBUTION LTD., Unit 9, Bluebell
Bus Pk, Dublin 12, D12 AH02



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



04/07/2025



29/08/2025

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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Office Admin 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

The participant will gain experience in office administration.

The participant will learn about :

Microsoft Office, filing, customer relations, emailing and assisting with updating system requests.

The participant will be trained in all aspects of office administration and will receive training in:

Microsoft Office Suite Accounts, Sage 50,

Role Description

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

*Office Administration

*Microsoft Office Suite Accounts

*Sage 50 Accounts

*Stock Control

*Targets

Informal Training:

*Time gate

*Telephone and Email

*Customer Service

*Team working

*Participant will be required to complete online work experience module with WPEP programme

- **Sector:** information and communication

Career Level

- Not Required

Candidate Requirements

(Essential)

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