



ALLBOOKS LIMITED



#WPEP-2392854



ALLBOOKS AND NEWS, James Fintan Lalor
A, Portlaoise, Co. Laois, R32 N24H



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



30/05/2025



25/07/2025

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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SALES 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

Allbooks are offering a placement as a Sales Assistant to assist and learn in a busy book shop as well as our online store.. The participant will gain training and practical experience with the following: interaction with customers and customer ordering, stocking shelves, checking incoming stock, pricing stock, stock ordering. The participant will be trained in all aspects of the online ordering system and communications with online customers. The participant will be shown how to interact with local booksellers and how to make book recommendations to customers. In addition to selling books the participant will be trained in sales of arts and crafts materials and stationery. This is a great opportunity for anyone who would like to gain experience in retail under the guidance of an experienced staff.

Role Description

Formal training:

Retail sales instore and online

Cash handling and till closing

Stock control and management on computerised POS system.

Informal training:

Customer service

Communication skills

Teamwork

- **Sector:** other service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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