



STUDIO MEALA LIMITED



#WPEP-2399164



The Spool Factory, Saint Patrick Street, Boyle,
Co. Roscommon, F52 V635



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



01/07/2025



26/08/2025

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](#)



Open your camera app & point here to view this ad online



Administrative 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

Successful candidate will gain practical experience in the following:

- Assisting Managing Director on his day to day running of studio and managing their diary.
- Manage day-to-day office operations, including handling correspondence, managing phone calls and maintaining office supplies.
- Assist in some accounting practices with invoice management and gain some experience handling the Creditors & Debtors Ledger etc.
- Maintain and organise company records and filing systems, both physical and electronic.
- Liaise with clients, suppliers, and other stakeholders in a professional and efficient manner.
- Provide assistance to other staff on documentation formatting, scanning, filing.
- Provide assistance with onboarding new employees to various productions.
- Liaise with other team members on current and future projects.

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.

- Training on Google Suite products - setting up conference calls and learning how to present information online;
- Media Production Training ;
- Office Administration - formatting, filing and sharing excel and word documents ;
- Preparation of information and reports and how to present to Management
- Assist in preparation of some HR tasks - assisting in filing and preparing employee

documentation when on and off boarding staff

- Managing deadlines
- Communication & Customer Service Skills
- This vacancy is suitable for Remote/Blended working
- **Sector:** arts, entertainment and recreation

Career Level

- Not Required

Candidate Requirements

(Essential)

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