



TITAN TECHNOLOGY SOLUTIONS LIMITED



#WPEP-2399295



MERITS, Devoy Quarter, John Devoy Road,
Naas, Co. Kildare, W91 FE8V



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



26/06/2025



21/08/2025

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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Sales Support 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 Sales Support Assistant will receive training in how to provide administrative and operational support to the sales team to help drive efficiency and improve customer satisfaction. They will be shown how to assist with tasks such as processing orders, preparing quotes, managing CRM data, coordinating meetings, and handling customer queries, ensuring the sales process runs smoothly from start to finish. The participant will gain practical experience in applications like CRM system, our Quoting and Proposal system, our Finance system and Excel. The participant will learn how to liaise with our suppliers, create customer quotes, place orders and update the CRM records. The candidate will be shown how to become the customer liaison: Handling client inquiries, following up on leads, and providing updates on order status. The candidate will learn how to assist in campaigns, coordinate meetings, generate sales reports, track performance metrics, and support data analysis. Helping the sales team with product information, pricing, and promotional materials.

Role Description

The participant will receive structured on-the-job training under the guidance of the Sales Director, who will also serve as their mentor throughout the program. The candidate will receive formal training will be in health & safety, Microsoft Excel and Cyber Security Awareness. The candidate will receive informal training on our products and solutions, CRM system, supplier portals, proposal/quoting system as well as soft skills.

- **Sector:** information and communication

Career Level

- Not Required

Candidate Requirements

(Essential)

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