



SHEELIN MEATS LIMITED



#WPEP-2400091



SHEELIN MEATS, Carrick, Finea, Co. Cavan,  
N91 Y008



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



02/07/2025



27/08/2025

## 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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## 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

Based in Finea, Co. Cavan, Ireland, Sheelin Meats is a family run business established in 1997.

The eligible participant will receive full training in all aspects of the placement. There will be a mentor there to guide and coach the participant.

They will assist and learn the day-to-day duties of the job, over the 6 months they will be :

- Trained on providing face-to-face and telephone assistance to customers.
- Training on communication skills and teamwork linking in with other staff
- Mentored on how to support the Office Manager with SAGE accounts packaging.
- Learning to understand the sales ordering system
- Learning how to deal with customer emails
- Assisting the sales representatives
- Assisting with general sales office duties
- Learning how to use and assist with updating the company's Social media platforms

### 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.

### Role Description

Formal Training

Health and Safety

GDPR

Sage Accounts

Informal training:

They will be mentored and trained in the following:

Customer Service

Communication Skills

Time Management

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

### **Career Level**

- Not Required

### **Candidate Requirements**

(Essential)

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