



Lynch Solicitors LLP



#WPEP-2401878

LYNCH SOLICITORS, Jervis House, 5 Jervis



Place, Parnell St, Clonmel, Co. Tipperary, E91
D5X9



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



15/07/2025



09/09/2025

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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Legal 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

Legal Assistant

Application Details

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Job Description

Participants will receive excellent on the job training and be supported by a mentor.

This busy office environment generates good work ethics and helps strengthen the participant's personal and interpersonal skills. This also helps build confidence and self-esteem.

A training program will be devised to enhance the participants existing skills and knowledge relevant to the industry as well as identifying areas of growth and development with new skills.

Participants will gain experience of administrative processes in a solicitor's office by assisting in a variety of tasks including;

- Assisting with correspondence and communicating with clients over the phone, in writing and in person
- Assisting with the answering and transferring of calls
- Assisting with the preparation of legal documents and correspondence
- Assisting with administrative tasks including filing, scanning, photocopying and typing from notes/dictation

- Assisting with post duties
- Assisting with general administrative tasks
- Client relations and customer service skills
- Communication and interpersonal skills

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.

Role Description

Formal Training:

Induction in Health and Safety in the workplace.

EDCL online training

Touch typing

Microsoft Office Training

Case Management Software

Telephone skills

Customer Service

Informal Training:

Customer Service skills

General office skills

Communication Skills

Data entry

GDPR and Data Protection

Filing.

Telephone operations.

Post room.

Archiving Files

Shredding.

- **Sector:** professional, scientific and technical activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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