



KELLY COSTELLO LIMITED



#WPEP-2407571



Carrick On Shannon Bus Campus, Attifinlay,
Carrick-On-Shannon, Co. Leitrim, N41 N1F2



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



22/08/2025



17/10/2025

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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Admin and Marketing 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

During the 6 month placement the participant will gain practical experience in various aspects of working in an office. On a daily basis, you will be involved in customer service, answering the phone and taking messages. The participant will assist and learn their duties with the mentorship of an experienced member of staff. The participant will assist and learn in the following: Microsoft Software, Wordpress, Zoho and Zoho inventory management System , administration procedures, Social media.

The participant will be working as part of a team that will be there to offer any support needed. At the end of your training, you will have developed the following skills: Teamwork, problem solving, listening, communication, customer service, time management, attention to details and social media. After training you will be familiar with our IT systems requirements and implementation, Social media, understand the standards & procedures of the business.

Role Description

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This is a training and work experience opportunity; no prior experience in this role is necessary. Accredited, formal and informal 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.

Formal Training:

Inventory Management Software

Financial Management Software

Microsoft Office - Including Excel Word, Email etc.

Social Media

One-to-one daily contact with customers, clients, stakeholders and staff.

GDPR

Informal Training:

Front of House

Receptionist Desk

Client/staff Engagement

Appointment Scheduling, calendars, events,

One-to-one daily contact & supervision with Senior Lead.

- **Sector:** other service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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