



MIRACOLIN ENTERPRISES LIMITED



#WPEP-2415214



8 Gladstone Street, Waterford, Co. Waterford,
X91 E896



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



08/10/2025



03/12/2025

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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Property Operations 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

This work experience placement offers a comprehensive opportunity for a participant to gain hands-on experience as a Property Operations Assistant within Miracolin. The participant will be introduced to the various aspects of property management, contributing to a deeper understanding of operational workflows and administrative processes.

The workplace candidate will be:

- Assisting in property maintenance coordination.
- Supporting the property management team with tenant communication and follow-ups.
- Learning to use property management software and inventory tracking systems.
- Helping with documentation, data entry, and report preparation.
- Collaborating with various departments to ensure smooth day-to-day operations.

A dedicated mentor will supervise all activities, ensuring the participant receives continuous guidance, support, and feedback. This placement is designed to enhance employability by providing real-world experience, allowing the participant to develop practical skills and understand industry standards. The participant will not work unsupervised and will be encouraged to engage in formal and informal training to support their career progression.

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 Provided:

Formal

- Completion of the WPEP QQI Level 3 Work Experience Module.
- Avalon Health and Safety Online Platform: workplace safety, manual handling, fire safety
- Professional development via Udemy (e.g., property management, communication, project management).
- Technical training on property management software, inventory tracking, and data entry.

Informal

- Induction programme covering organisational policies, health and safety, and property operations.
 - Shadowing mentors on inspections, maintenance, and client communication.
 - On-the-job experience: tenant relations, documentation, and daily operations.
 - Workshops on customer service, conflict resolution, and administration.
 - Team collaboration to gain insight into various aspects of property operations.
- This vacancy is suitable for Remote/Blended working
- **Sector:** professional, scientific and technical activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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