



WEBDEVBUILDERS LIMITED



#WPEP-2421332



7 Ryan's Cottages, Rosbrien Road, Limerick,
Co. Limerick, V94 FX9C



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



26/11/2025



21/01/2026

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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Business Development 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

WebDevBuilders is a Limerick-based web and software development company that also organises the Limerick IT Summit and Mid West Tech Fest. We are offering a Work Placement & Experience Programme (WPEP) role for a Business Development Manager to support the growth of our digital services and technology events.

This is a training role where the participant will learn how business development and sales work in a modern digital agency. Working closely with the CEO and wider team, the participant will help us identify potential clients, follow up on leads from our events and website, and support the preparation of proposals and sales materials.

Key duties (under full supervision and training):

- Research potential clients (SMEs, charities and professional services) and build prospect lists using online tools.
- Support outreach to businesses by preparing draft emails, LinkedIn messages and call notes for review.
- Log enquiries and interactions in our CRM / tracking spreadsheets and keep the sales pipeline up-to-date.
- Assist in organising discovery calls and meetings, including calendar invites and basic agendas.
- Help gather information for quotes and proposals and update our standard proposal templates.
- Support sponsorship and exhibitor outreach for the Limerick IT Summit / Mid West Tech Fest, including maintaining a simple tracking sheet of contacts and responses.
- Work with our marketing and social media team to align campaigns with sales priorities (for example, highlighting case studies or special offers).
- Prepare simple weekly summaries of activity (leads added, meetings booked, proposals sent).

The participant will not be expected to close large commercial deals on their own. Instead, they will support the senior team and learn by observing real-world sales and client conversations. This placement is ideal for someone who is interested in sales, marketing, or running a business and would like structured experience in a supportive environment.

Role Description

Induction training:

- Introduction to WebDevBuilders, our services (web development, hosting, software, events) and typical client types.
- Overview of our sales process from first contact to signed agreement.
- GDPR basics and how to handle client information securely.

On-the-job sales and business development training:

- How to research and qualify potential clients using online tools and public information.
- How to log and manage a simple sales pipeline using CRM / spreadsheets.
- How to prepare for and support discovery calls and client meetings.
- How to assist in drafting proposals, quotes and follow-up emails using existing templates.
- How to track outreach for event sponsors and exhibitors for the Limerick IT Summit / Mid West Tech Fest.

Communication and professional skills:

- Training in professional email and phone communication, including call scripting and follow-up.
- Experience working in a small business team, attending internal meetings and reporting on weekly activity.
- Use of common digital tools (Microsoft 365 / Google Workspace, video conferencing, LinkedIn and basic CRM tools).

The participant will be mentored directly by the company's senior team, with regular check-ins to review progress, answer questions and agree clear learning goals. By the end of the placement, the participant should have a strong foundation in B2B sales and business development within the ICT sector.

- This vacancy is suitable for Remote/Blended working
- **Sector:** information and communication

Career Level

- Not Required

Candidate Requirements

(Essential)

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