



MONSOON SOFTWARE CONSULTING

(IRELAND) LIMITED

#WPEP-2427855

Alexandra House, The Sweepstakes,

Ballsbridge, Dublin 4, D04 C7H2

No of positions : 1

Work Placement Experience Programme

As per WPEP guidelines

Work Placement Experience Programme

16/01/2026

13/03/2026

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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Website and Social Media 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

About Monsoon Consulting & Apex

Monsoon Consulting is one of Europe's leading digital agencies, delivering complex eCommerce and content platforms for large global organisations.

Apex is a B2B eCommerce platform developed within the Monsoon Group, designed for wholesalers and distributors, simplifying complex ordering and integrating with ERP and warehouse systems. Together, Monsoon Consulting and Apex combine enterprise expertise with a modern, product-led approach to solving real customer challenges.

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The participant will gain practical experience in

As a Website and Social Media Administrative Assistant, you will be assigned a mentor who will introduce you to a range of duties required for executing the business's online presence and visibility, and you will gain experience in and be trained in how to assist with:

The day-to-day administration and content updates of the business website, which will include:

- Writing engaging contents including blogs, news updates posts to enhance user experience.
- Optimizing website content to search engines, to drive traffic and improve search rankings.
- Administering social media accounts and monitoring social media trends.
- Creating and curating engaging content for the various social media platforms.

- Analysing social media performance.
- Engaging with followers, responding to comments, and participating in conversations to build a positive online community.

Role Description

Formal Training:

- Introduction to company policies and procedures.
- Necessary access to internal platforms.
- Doing self-paced online courses & Webinars.
- Exposure of AI tools for writing and managing social media contents

Informal Training:

- On-the-job learning and peer interactions.
- Mentor-led learning by doing, with feedback from colleagues.
- Various online collaboration & communication tools ie Google Apps
- This vacancy is suitable for Remote/Blended working
- **Sector:** information and communication

Career Level

- Not Required

Candidate Requirements

(Essential)

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