



Trigon Hotels

#WPEP-2428602

Cork Airport Hotel, Cork Airport, Cork, Co.

Cork, T12 RPP9

No of positions : 1

Work Placement Experience Programme

As per WPEP guidelines

Work Placement Experience Programme

03/02/2026

31/03/2026

## Hotel 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

This is a structured 6-month training role designed to give a participant hands-on training and valuable experience within the hotel sector with focus on the Marketing and Sales department. This placement will provide the successful participant with an opportunity to work within a hotel environment working to ensure guest satisfaction. The eligible participant will receive full training in all aspects of the placement. There will be a mentor there to guide and coach the participant. They will assist and learn the day-to-day tasks of the placement, over the 6 months they will be:

- Learning and becoming familiar with all activities/departments within the hotel while developing general administration skills.
- Become familiar with how the hotel maintains and develops its customer base through high standards and customer focus.
- Assisting in identifying customers who are the decision makers when running external conferences or events. Supporting the research of local businesses, associations, and event organisers who may become future hotel customers.
- Understanding how to make introductory calls to business customers
- Learning how to draft business emails under supervision.
- Shadowing staff who invite prospective customers to showrounds at the hotel.
- Learn how within the hotel sector, promotional campaigns and customer service work to generate new business
- Sales Training and Lead Development
- Employer Brand and Social Media Training
- Website Development and Digital Marketing Training
- Knowledge of various sectors of the hotel

Sector recognised/ accredited Training:

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

### 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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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

### **Role Description**

#### WPEP:WPEP QQI Work Experience Module

- Health & Safety Training (HSA)
- Microsoft software Package, including Excel, Word, Powerpoint (ECOLLEGE)
- Customer Service (FAILTE IRELAND)
- Access to the inhouse training.

#### General Training:

- Confidence in professional communication
- Exposure to hotel commercial strategy
- Sectoral experience of the hospitality sector
- Gain Experience in Client Relationship Management systems, analytics and SEO basics
- Teamwork
- Problem Solving
- Time management
- Communication Skills

- **Sector:** accommodation and food service activities

### **Career Level**

- Not Required

### **Candidate Requirements**

(Essential)

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