



VIMAR DIGITAL MARKETING



#WPEP-2429682



7/8 Old Mill, Church Street, Portlaoise, Co.

Laois, R32 VA4P



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



23/01/2026



20/03/2026

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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Administration Executive for Marketing Agency - 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

We are happy to offer a training position for an applicant interested in developing their skills in administration and team support within a growing digital marketing company based in Laois. This role is ideal for someone who is organised, reliable, and eager to learn how a professional digital agency operates behind the scenes.

The successful candidate will support the day-to-day operations of the team and gain hands-on experience working with active projects and a variety of clients. Full supervision and training will be provided, with the aim of building strong practical skills in administration, coordination, communication, and office support. Previous experience in administration or business support is beneficial but not essential, as full training will be given.

General day-to-day learning and support activities may include:

Providing administrative support to the team across multiple projects

Assisting with scheduling, planning, and organising internal workflows

Preparing basic documents, reports, and project updates

Managing digital files, records, and internal systems

Supporting communication between team members, clients, developers, and designers

Assisting with onboarding documents, training materials, and internal processes

Using digital tools and software for organisation, reporting, and coordination

Communicating digitally with a remote team of workers, developers, and designers

Supporting general office and operational tasks as required

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.

The participant will receive formal and informal training and mentoring in:

Supporting the day-to-day operations of a digital creative agency

Coordinating workflows, schedules, and internal processes across creative, technical, and client teams

Managing digital files, project documentation, and internal systems

Assisting with project organisation and delivery for live client work

Preparing reports, briefs, and internal communications

Supporting collaboration between designers, developers, marketers, and remote team members

Learning how a creative agency functions behind the scenes

Developing professional communication, organisation, and time-management skills in a fast-paced digital environment

We will hold regular reviews and work with the participant to ensure they are meeting their learning goals.

- **Sector:** professional, scientific and technical activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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