



GE SOUZA TAX & IMMIGRATION SERVICES  
LIMITED



#WPEP-2433466



57 Church Fields Row, Dublin 15, D15 YX4V



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



14/02/2026



11/04/2026

## 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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## Administrative Assistant (Hybrid Position) - 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 placement offers a structured training opportunity at GE Souza Tax and Immigration Services.

The participant will gain practical exposure to administrative, tax and immigration support activities in a professional environment. The role is designed as a learning experience, where the participant assists experienced staff and observes day-to-day operations.

The business operates as a Digital Hub, with work carried out online. The participant will be supported and supervised throughout the placement while developing workplace skills and understanding professional processes.

### 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 a structured combination of formal and informal training as part of the Placement Experience Programme, totalling 60 training hours.

Formal / sector-recognised training (20 hours):

The participant will complete free, sector-relevant online courses with recognised learning platforms, as follows:

- GDPR / Data Protection Basics – provided by Alison (4 hours)

- Customer Service Fundamentals – provided by Alison (5 hours)
- Microsoft Teams Essentials – provided by Microsoft Learn (4 hours)
- Workplace Skills and Productivity – provided by Google Digital Garage (3 hours)
- Introduction to Immigration Concepts – free online learning module provided internally by the employer (4 hours)

These courses provide structured content with defined learning outcomes and completion records where available.

On-the-job / general training (40 hours):

The participant will undertake supervised on-the-job training by assisting and observing experienced staff. Examples include document organisation, supporting client onboarding processes, learning how internal digital systems are used, observing how tax and immigration correspondence and applications are prepared, and developing professional workplace skills.

All on-the-job training is carried out under continuous supervision via Microsoft Teams, as the business operates as a Digital Hub. The participant will not be assigned core responsibilities and will not work independently at any stage.

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities

### **Career Level**

- Not Required

### **Candidate Requirements**

(Essential)

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