



MEATH COMMUNITY RURAL AND SOCIAL



DEVELOPMENT PARTNERSHIP COMPANY

LIMITED BY GUARANTEE



#WPEP-2440275



Meath Partnership, Units J and K Kells

Business Park, Kells, Kells, Meath, A82N6P8



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



27/03/2026



22/05/2026

## 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](#)



Open your camera app & point here to view this ad online



## Assistant Receptionist - 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

Meath Partnership is offering a work placement as an Assistant Receptionist and Programme administration assistant, ideal for someone who wants to learn new skills, build confidence, and gain experience in a professional office environment.

During this placement, you will assist and learn how to carry out general administration, including completing forms for our services and issuing letters to clients, while also greeting visitors and helping to create a welcoming environment.

You'll develop the ability to answer phone calls professionally and direct queries appropriately, and you will support the scheduling of meetings, gaining insight into how calendars, bookings, and coordination are managed.

You'll also assist with preparing and setting up meeting rooms when required, as well as completing basic administrative tasks such as filing, photocopying, and organising documents. Throughout the placement, you will observe how the reception area is maintained and contribute to keeping it tidy and well organised.

### 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.

### Formal Training

- Customer service (Ecollege – 4 Hours)
- Microsoft 365: Word (ECollege – 4 Hours)
- Microsoft 365: Excel (ECollege – 4 Hours)
- Communication Skills 101 (Ecollege – 4 Hours)

- Data Protection (Ecollege – 4 Hours)

#### Informal Training

- Data Entry & Office Administration Skills (12 Hours)
- Introduction to Reception Procedures (10 Hours)
- Office Software: Email, Scheduling & Document Handling ( 10 Hours)
- Phone Systems & Call Handling (8 Hours)

- **Sector:** administrative and support service activities

#### **Career Level**

- Not Required

#### **Candidate Requirements**

(Essential)

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