



North, East & West Kerry Development 1



#WPEP-2441516



NEWKD, 20 William St Upr, Listowel, Co.
Kerry, V31 TR68



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



07/04/2026



02/06/2026

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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HR Administrator 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

The individual will be directly supervised by the HR Manager on a day to day basis, therefore gaining access to all HR Administrative duties such as filing in the E-filing system, scanning forms such as Sick Certs, Force Majeure certs, identification, new starter data. Attending HR Meetings with the HR Manager. Supporting manager with HR data entry and reporting. E-mailing, taking phone calls, booking meetings. Sending communications. Printing Offer letters and contracts, Handbooks.

Below is an outline of the daily task a HR Administrator Assistant may carry out with guidance and assistance.

Supporting:

- Training Course Coordination
- L&D & HR Data Entry
- Onboarding instructions
- L&D Project support
- Scheduling

Education & Training

No experience necessary as full training will be provided in all the above.

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:

20 hours Accredited.

MS Outlook - 15 hours

MS Word - 4 hours

MS Excel - 4 hours

Microsoft Teams Essential - 3 hours

Manual Handling - 2 hours

Informal Training:

40 hours - On the job

4 Hours NEWKD Induction & Safety Briefing

20 Hours NEWKD HR System - BambooHR

20 Hours NEWKD HR Administration support and Filing.

6 Hours HR Reporting.

- 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