



Fahy Neilan Solicitors



#WPEP-2449779



FAHY NEILAN SOLICITORS, Station Road,
Ballaghaderreen, Co. Roscommon, F45 A782



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



22/05/2026



17/07/2026

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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Legal 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

A Roscommon law firm has an opportunity for a person who wishes to gain training as a legal assistant. This is a good opportunity to get assistance in getting experience in office administration. The participant will receive excellent on the job training and will be supported and mentored by the office manager. The participant will train along side other experienced office employees and all training will be supervised by the office manager

The participant will

Assist and learn how to deal with clients

Will learn how to use a Case Management system

Will receive training on data bases and how to file and archive documents

A schedule of training will be devised to meet the participants requirements

Role Description

Formal Training

Microsoft suite of packages to include Excel

Basic principles of money laundering with emphasis on the specific requirements for solicitors

Data protection and its relevance to solicitors

Informal Training

Dealing with clients in person

Telephone etiquette

Receiving training on the importance of properly filing and archiving documents

Receive training on file opening procedures

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

Career Level

- Not Required

Candidate Requirements

(Essential)

- Minimum Experienced Required (Years): 0