



BROWNE FIRE PROTECTION LIMITED



#WPEP-2451973



BROWNE FIRE PROTECTION LTD.,  
Horetown, Killinick, Co. Wexford, Y35 X625



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



09/06/2026



04/08/2026

## 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 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 role includes hands-on practical work experience, the participant will learn a variety of skills supporting senior employees within a busy Fire & Security company.

The successful participant will be mentored in, and assist with the following day-to-day tasks:

- Assist and support administrative duties as required.
- Assist with answering telephone and email enquiries from customers.
- Assist with scheduling engineers and training courses.
- Assist with preparing quotations, certificates and customer documentation.
- Assist with maintaining customer records and company databases.
- Assist with stock control and inventory administration.
- Assist with accounts administration including processing supplier invoices and maintaining accurate records.
- Assist with customer account queries and credit control activities under supervision.
- Assist with customer follow-up communications and service reminders.
- Assist management and office staff with operational and administrative duties as required.
- Adhere to safe working practices and contribute to the creation and maintenance of a healthy and safe working environment.
- Participate in staff training and development activities to improve present and future performance.

The participant will gain practical experience working within a growing Fire & Security company, developing valuable skills in administration, customer service, accounts support, business operations and workplace communication. The successful participant will receive ongoing mentoring and support from experienced members of the team and will gain exposure to the day-to-day operations of a nationwide service business.

### 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 • Manual Handling Certification

- Fire Safety Awareness Training
- Microsoft Office Skills
- Customer Service Skills
- QQI Work Experience Module

#### Informal Training • Workplace Communication Skills

- Customer Service and Telephone Etiquette
- Scheduling and Planning
- Business Administration
- Accounts Administration
- Credit Control Processes
- Time Management
- Teamwork
- Inventory Management
- Zoho CRM and Field Service Management Systems
- Introduction to Fire Alarm Systems
- Introduction to Emergency Lighting Systems
- Introduction to Fire Extinguisher Maintenance
- Professional Workplace Conduct

- 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**