



Sherry Fitzgerald Lettings Cork



#WPEP-2452889



SHERRY FITZGERALD LETTINGS, 6 Lapp's
Quay, Cork, Co. Cork, T12 XHF6



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



22/07/2026



16/09/2026

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

This is a structured 6-month training role designed to give a participant hands-on training and valuable experience within a busy property lettings and management office. The placement will focus on office administration support, tenant support, and customer service within the residential property sector.

The successful participant will gain practical experience working within a professional office environment while learning how a busy office operates on a day-to-day basis.

Full training will be provided in all aspects of the role. A mentor will guide and support the participant throughout the placement.

Skills the Participant Will Gain

- Professional customer service skills
- Telephone and email communication
- Residential lettings administration
- RTB and tenancy administration awareness
- Microsoft Office proficiency
- Database and records management
- Property management software experience
- GDPR compliance and data protection awareness
- Scheduling and office coordination skills
- General office administration and business support experience

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 / Accredited Training (20 Hours):

Customer Service Skills for Property Management

GDPR & Data Protection Awareness

Health & Safety in the Office Environment

Effective Business Communication & Telephone Skills

Informal / On-the-Job Training (40 Hours):

Introduction to Residential Lettings & Property Management

Tenant Enquiry Handling and Customer Service Procedures

Acquaint Property Management Software Training

Microsoft Office (Word, Excel, Outlook)

Document Management and Electronic Filing Systems

RTB Procedures and Residential Tenancies Administration

Scheduling Viewings, Inspections and Contractor Appointments

Office Administration, Telephone Systems and Reception Duties

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

Career Level

- Not Required

Candidate Requirements

(Essential)

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