ZIMMER ORTHOPEDICS MANUFACTURING LIMITED

#WPEP-2453060

ZIMMER BIOMET, Deerpark Ind Est, Oranmore, Co. Galway, H91 AE08

No of positions : 1

Work Placement Experience Programme

As per WPEP guidelines

Work Placement Experience Programme

11/06/2026

06/08/2026

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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Document Archiving 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

For the Document Archiving Assistant training placement, this programme is designed to provide participants with practical experience and structured learning opportunities within a document management and records environment. The placement ensures a balance of formal and non-formal training to equip participants with essential administrative, records management, and workplace readiness skills.

Placement Overview:

Participants will gain valuable hands-on experience while receiving guided training in key aspects of document control, archiving, and digital records management. This will enable participants to build confidence and proficiency within a supportive and supervised environment.

Role Description:

This is a training and work experience opportunity; no prior experience in document archiving or records management is necessary.

Accredited and/or sector-recognised training will be provided to support your placement. Participants will receive structured guidance and practical training in document preparation, scanning, indexing, and records management processes within a regulated environment.

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:

• WPEP QQI Work Experience Module

• Introduction to Document Management Systems and Scanning Software

• IT packages e.g. Microsoft Word, Excel, Outlook

Informal Training:

• Document Preparation and Archiving: Learning how to organise, prepare, and handle physical documents for digitisation, including sorting, repairing, and verifying document completeness.

• Scanning and Digital Conversion: Gaining practical experience in scanning documents using approved equipment and systems, ensuring quality and accuracy in digital file creation.

• Records Management and Indexing: Training in how to accurately label, index, and store digital files to support retrieval and organisational compliance requirements.

• Document Tracking and Control: Understanding how to log, track, and maintain records across their lifecycle, including basic chain-of-custody principles.

• Data Accuracy and Attention to Detail: Developing precision in handling sensitive records, ensuring high standards of accuracy and consistency.

• Compliance Awareness: Exposure to quality standards, document control procedures, and data protection principles within a regulated environment.

• Use of Office and Archiving Systems: Training in administrative tools and systems used to manage documentation and records.

• Team Collaboration: Working alongside team members from administration, quality, and IT functions to support document management activities.

• Problem-Solving Skills: Learning how to identify issues such as missing or damaged documents and escalating them appropriately supervision.

• Workplace Organisation: Developing organisational skills, time management, and the ability to manage tasks effectively in a structured environment.

• Hands-On Experience: Practical exposure to document handling, archiving processes, and general administrative support tasks in a real workplace setting.

• Interpersonal Skills: On-the-job coaching to improve communication, adaptability, teamwork, and professional behaviour in the workplace.

- **Sector:** manufacturing

Career Level

- Not Required

Candidate Requirements

(Essential)

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