



CELLNET LIMITED



#WPEP-2455328



Ballybeg Business Park, Ennis, Co. Clare, V95
W205



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



29/07/2026



23/09/2026

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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Administrative 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 placement is a structured training and work experience opportunity designed to provide the participant with practical skills and workplace experience under the guidance of experienced staff. Throughout the placement, the participant will receive ongoing supervision, mentoring, and support while observing and assisting with a range of administrative activities.

The participant will gain experience in scheduling content, maintaining records and filing systems, carrying out data entry, preparing documents, scanning, photocopying, assisting with appointment and meeting scheduling, and learning about confidentiality, GDPR, and data protection procedures.

All activities will be undertaken as part of a supervised learning experience, with the participant assisting experienced staff rather than carrying out core responsibilities independently.

Regular feedback and training will be provided to help develop confidence, administrative, digital, communication, customer service, and organizational skills, ensuring the participant gains valuable transferable skills in a supportive workplace environment.

Role Description

The participant will complete a total of 60 hours of structured training during the six-month placement, consisting of 20 hours of accredited or sector-recognised training and 40 hours of supervised on-the-job training.

The 20 hours of accredited/sector-recognised training will include the WPEP QQI Work Experience Module developed by the Education and Training Boards in collaboration with the Department of Social Protection, along with training in GDPR and Data Protection Awareness and Customer Service Skills.

The 40 hours of on-the-job training will include formal and informal workplace learning delivered by

experienced staff. This will cover office administration procedures, including document preparation, filing, data entry, records management, scheduling and Microsoft Office applications. The participant will receive supervised training on the CRM System, Telecom Administration Portal and IT Administration Portal, including system navigation, updating records, understanding internal processes and following administrative procedures.

The participant will also receive training in social media and marketing support, including creating and scheduling content, as well as developing skills in customer service, workplace communication, confidentiality and GDPR compliance. Training will be delivered through demonstrations, shadowing experienced staff, guided practice and ongoing feedback.

- **Sector:** information and communication

Career Level

- Not Required

Candidate Requirements

(Essential)

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