



Eirevolt Energy Limited



#WPEP-2455674



Unit 2, Pullamore Bus Pk, Dublin Road,
Cavan, Co. Cavan, H12 CV05



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



27/07/2026



21/09/2026

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

Based in Co. Cavan, Ireland, EireVolt Energy specialises in simplifying the adoption of solar energy solutions for homes, businesses and farms. Our philosophy is to make solar energy accessible and practical for all, starting from the moment customers connect with us. We work closely with clients to create a tailored solar package that aligns with clients specific requirements.

During the six-month placement, the participant will receive mentoring and gain experience and knowledge in the following areas:

- Customer Service – training on providing face-to-face and telephone assistance to customers
- Training on setting up appointments for site visits and installations.
- Administration training on scheduling jobs, completing ESB and SEAI paperwork.
- Microsoft office training on outlook, word and excel.
- Training on communication skills and teamwork.
- Record keeping training and training on XERO accountancy software.
- Social Media/Marketing Training.

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

- Xero Accounts,
- Email Marketing/Mailchimp CRM,

- Open Solar,
- Customer Service
- Project Management
- Microsoft Office
- The WPEP QQI Work Experience Module

Informal Training:

- Customer Service
- Social Media and Google Marketing
- Communication Skills
- Teamwork

- **Sector:** electricity, gas, steam and air conditioning supply

Career Level

- Not Required

Candidate Requirements

(Essential)

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