



Hodson Bay Hotel



#WPEP-2456458



HODSON BAY HOTEL, Hodson Bay, Athlone,  
Co. Roscommon, N37 XR82



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



09/07/2026



03/09/2026

## 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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## HR Admin 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 successful participant will gain experience in and provide support to the HR Department at the Hodson Bay Hotel.

During the 6 month placement you will learn and assist with the following:

- Day-to-day HR operations
- Maintaining employee records
- Processing documentation
- Ensuring accurate HR data management

The participant will gain practical experience in various tasks including supporting recruitment, onboarding, and offboarding processes, assisting the HR & Payroll Officer with payroll amendments.

The participant will also assist in coordinating training, performance reviews, and employee compliance initiatives, while maintaining confidentiality and adherence to company policies and employment regulations. Full training will be provided in all aspects of the role. A mentor will guide and support the participant throughout the placement.

### 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.

The participant will receive formal/informal training and mentoring in the following:

Formal Training:

- Fialte Ireland LearnIFI Training
- Skillnet Training
- WPEP QQI Work Experience Module (Optional)

Informal Training:

- Recruitment
- Onboarding
- Modern Management
- Performance & Talent Management and more.
- **Sector:** administrative and support service activities

**Career Level**

- Not Required

**Candidate Requirements**

(Essential)

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