



RGR PARTNERS (ADVISORY) LIMITED



#WPEP-2458709



RGR PARTNERS, Unit 2-5, Cahercourt,
Loughrea, Co. Galway, H62 PY01



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



17/07/2026



11/09/2026

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 Asssistant - 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

Job Description:

For the Administration Assistant training placement, this programme is designed to provide participants with practical experience and structured learning opportunities in a professional office environment. Aligned with WPEP guidelines, the placement ensures a balance of formal and non-formal training to equip participants with essential administrative skills and workplace readiness.

Placement Overview:

Participants will gain valuable hands-on experience while receiving guided training in key areas of office administration, enabling them to develop confidence and proficiency in a supportive setting.

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.

Participants will be trained in:

This training placement is a structured learning opportunity, equipping participants with a solid foundation in administration while fostering confidence and employ-ability in a professional setting.

Role Description

Formal Training:

- WPEP QQI Work Experience Module

- IT packages e.g. Microsoft Word, Excel, Outlook, Quick books ,Brightpay

Informal Training:

- Document and File Management: Organising, maintaining, and archiving physical and digital records.
- Communication Skills: Handling phone calls, emails, and in-person interactions with professionalism and clarity.
- Data Entry and Reporting: Gaining accuracy and efficiency in inputting and managing data using spreadsheets and databases.
- Scheduling and Coordination: Learning to manage calendars, book meetings, and coordinate events.
- Office Operations: Exposure to tasks such as managing office supplies, preparing documents, and supporting team projects.
- Office Software Proficiency: Structured training in Microsoft Office Suite (Word, Excel, Outlook) and other workplace tools.
- Hands-On Experience: Practical application of administrative tasks like filing, printing, and document preparation.
- Team Collaboration Tools: Training in platforms Microsoft Teams to support teamwork.
- Problem-Solving: Learning to address and manage day-to-day administrative challenges effectively.
- Interpersonal Skills: On-the-job coaching to improve communication, adaptability, and collaboration.
- Payroll & Bookkeeping
- **Sector:** financial and insurance activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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