



Waterford Home Rentals/Cunningham

Auctioneers



#WPEP-2458945

AMY CUNNINGHAM AUCTIONEERS, 29



Parnell Street, Waterford, Co. Waterford, X91

CK0V



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



20/07/2026



14/09/2026

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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Administrator 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

During the placement the successful participant will be trained and gain experience in the following:

Reception Skills including phone and email communication, digital filing on a shared file system and regular paper filing. This will include assisting with general queries from clients.

Dealing with new tenants and gathering the necessary information to set them up on our rental software and setting them up with gas and electricity accounts.

Setting up properties and landlords and creating tenancies on our rental software system and uploading maintenance invoices.

Registering tenancies with the Residential Tenancy Board.

Taking and recording visa card payments both over the phone and in the office.

Assisting in organising sales letting viewings and property inspections.

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:

Full training on Rentman (rental and accounting software)

Residential Tenancy Board Registrations

Digital Filing on our in-house shared file system and regular paper filing.

Training in how to complete utility switchovers using Property Button - a specialised software company

Informal Training:

Communication Skills / Customer service

Experience in Property Viewings and Inspections

Teamwork

Administration

Handling Visa Card Payments

- **Sector:** real estate activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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