



EXPAND ACCOUNTING LIMITED



#WPEP-2460619

EXPAND ACCOUNTING LIMITED, Unit 1,



Innov House, Porters Road, Dublin 15, D15

VW61



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



30/07/2026



24/09/2026

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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Office 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

As part of this work placement experience programme, you will receive mentoring and hands-on training, giving you the opportunity to develop valuable office administration experience in a professional environment.

You will be provided with a mentor and will always be working as part of a team offering you support for your growth and development.

You will be provided with training and work experience in the following:

Assisting with calls, emails, and correspondence with clients and third parties.

Assisting with organisation of office documentation, both physical and digital.

Assisting the team with data entry, reporting, and general administrative tasks such as filing & archiving documents, photocopying & scanning, answering & making telephone calls & emails.

Assisting in the drafting letters and memos.

Assisting with the processing of incoming and outgoing post.

Assisting with data entry

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 successful candidate will receive formal/informal training in the following areas:

Formal Training:

- IT Packages (Word, Excel, Outlook)
- Brightbooks Bookkeeping
- GDPR & Data Protection Awareness

Informal Training:

- Customer Service
- Communication Skills
- Working as part of a team
- **Sector:** professional, scientific and technical activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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