



Jacob Law LLP



#WPEP-2463118



Jacob Law Solicitors, 31 The Mall, Waterford,
Co. Waterford, X91 XP7T



No of positions : 3



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



11/08/2026



06/10/2026

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

Jacob Law LLP Solicitors, a Conveyancing only law firm based in 31/32 The Mall Waterford serving clients nationwide is currently offering work placement for an Administrator to assist and learn in our dynamic and growing office.

Participants will assist and gain experience in the following:

- All things Administrative, answering phone lines, emails, post, scanning, document handling, preparing legal documentation, high tech process driven law practice.

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:

- In house computer systems
- Conveyancing and all aspects of Property Law
- Administration

Informal Training:

- Communication and interpersonal skills
- Customer service skills and the ability to interact with clients and staff
- Develop the capacity to prioritise workload and deadlines.
- **Sector:** professional, scientific and technical activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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