



EXECUTIVE COMPANY SEALS LIMITED



#WPEP-2463512



Market House, 15 Market Square, Navan, Co.

Meath, C15 N525



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



12/08/2026



07/10/2026

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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MANUFACTURING & ENGRAVING ASSISTANT OPERATIVE - 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

Manufacturing and Engraving Assistant Operative

This placement offers an excellent opportunity to gain practical experience in a manufacturing and production environment. The successful participant will learn the complete process involved in producing company seals, rubber stamps and related products, from order preparation through to engraving, assembly, quality control and dispatch.

During the placement, the participant will have the opportunity to:

- Learn about the manufacture and assembly of company seals and rubber stamps.
- Observe and gain experience in engraving and marking processes.
- Assist with preparing personalised products for production.
- Learn how quality checks are carried out on completed products.
- Gain experience in packaging and dispatch procedures.
- Learn how production records and stock levels are maintained.
- Assist with workshop organisation and good housekeeping practices.
- Observe and support customer order fulfilment processes.
- Learn workplace health, safety and manual handling procedures.
- Develop an understanding of customer requirements and product specifications.
- Gain practical experience in workplace communication and teamwork.
- Build organisational, time management and attention-to-detail skills in a production environment.

Role Description

Formal Training

The participant will receive structured formal training in:

- Introduction to Company Seal and Rubber Stamp Manufacturing
- Workplace Health and Safety Procedures
- Product Quality Control Standards
- Engraving Equipment Operation and Maintenance
- Packaging, Dispatch and Inventory Management
- Customer Service and Order Management Systems

Informal training

- Manufacturing workflow and production processes
- Product assembly techniques
- Seal and stamp preparation procedures
- Quality inspection methods
- Safe handling of materials and equipment
- Packaging and order fulfilment
- Stock control procedures
- Time management and workplace organisation
- Understanding customer requirements
- General administrative support activities

- **Sector:** manufacturing

Career Level

- Not Required

Candidate Requirements

(Essential)

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