



NUA DISTRIBUTION & WHOLESALE

LIMITED



#WPEP-2464211



NUA Distribution & Wholesale L, Ladyrath,

Wilkinstown, Co. Meath,



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



19/08/2026



14/10/2026

Admin 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

This Work Placement Experience Programme provides an excellent opportunity to gain practical experience in a busy office environment within the distribution sector. The participant will learn from and support the administration team with a range of day-to-day office tasks while developing valuable skills in customer service, order processing, record management and business administration.

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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- Answering telephone calls and directing queries
- Responding to emails professionally
- Filing, scanning, photocopying and organising documents
- Data entry and maintaining accurate company records
- Using Microsoft Word, Excel and Outlook
- Creating basic spreadsheets, letters and reports
- Processing customer or supplier orders
- Preparing delivery notes, invoices or purchase orders
- Updating stock, customer or supplier information
- Taking messages and recording meeting notes
- Dealing professionally with customers and suppliers
- Supporting the sales, warehouse and accounts teams
- Following company procedures and confidentiality requirements
- Working as part of a team
- Improving communication, accuracy and attention to detail
- Understanding the day-to-day operation of a distribution business
- GDPR and Data Protection
- Microsoft Office training
- Customer Service training

- Telephone and email communication skills
- Time Management and Organisation
- Basic bookkeeping or accounts administration
- Company induction and workplace policies
- Training on Sage & Hubspot

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.

Formal Training

- Customer Service
- Telephone Skills
- Word 365
- Excel 365
- Data Protection

Informal Training

- Business Administration Procedures
- Data Entry and Record Management
- Document Preparation and Filing Systems
- Email and Professional Communication Skills
- Order Processing and Administration Procedures
- Introduction to Office Software and Company Systems
- Company Policies and Procedures Training

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

Career Level

- Not Required

Candidate Requirements

(Essential)

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