



HARTLEY PEOPLE LTD.



#WPEP-2464900

UNIT 1B, Cleaboy Business Park, Old



Kilmeaden Road, Waterford, Co. Waterford,

X91 DVY8



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



19/08/2026



14/10/2026

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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Administration 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

For the Administration Assistant training placement, this programme is designed to provide participants with practical experience and structured learning opportunities in a professional office environment. Aligned with WPEP guidelines, the placement ensures a balance of formal and non-formal training to equip participants with essential administrative skills and workplace readiness.

Placement Overview

Participants will gain valuable hands-on experience while receiving guided training in key areas of office administration, enabling them to develop confidence and proficiency in a supportive setting.

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 be trained in and assist with the following duties,

Greet and welcome visitors in a professional manner.

Answer, screen and forward incoming phone calls.

Direct visitors to the appropriate person, and book meeting rooms for visits.

Assist in the management of email enquiries and correspondence. Answer and forward enquiries appropriately.

Sorting and distribution of daily mail and deliveries

Assist in the Postage requirements for all departments.

Ordering of office supplies. Provide quotations for any office requirements/ maintenance requirements/ calling for repairs.

Administration support for Recruitment team

Preparation and mailing of letters.

Scheduling of meetings & interviews.

Booking of interview venues and organising of paperwork/requirements.

Taking Minutes at meetings

Assist in the Collection and analyse data to prepare reports and presentations

Use of Excel spreadsheets & PowerPoints

Be trained and assist in Client Surveys

Organising of social events

Assist with marketing campaigns as required.

Perform other ad-hoc Administration duties.

Role Description

Formal Training

Microsoft Office (Word, Excel, Outlook), data entry
CRM system and scheduling software.

Informal Training

Office Co-ordination: Managing supplies, organising workspaces, and ensuring the facilities are kept to an acceptable standard

Record Keeping: Maintaining accurate records and preparing reports

Reception: Meet & Greet, answering calls, using switchboard and managing incoming web and e-mail inquiries in a professional and timely manner

- **Sector:** administrative and support service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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