



MONAMI CONSTRUCTION LIMITED



#WPEP-2466842



MONAMI CONSTRUCTION LTD., Unit 12,
Briarhill Bus Pk, Co. Galway, H91 HH76



No of positions : 2



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



07/09/2026



02/11/2026

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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Accounts 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

Monami Construction are offering a Work Placement Experience Programme (WPEP) opportunity for a motivated individual to gain practical experience in accounts administration, financial data, and data migration.

Working within our Accounts department, the successful candidate will gain hands-on experience with maintaining financial records, checking data accuracy, and supporting the migration of information between systems.

This placement would be ideal for someone who wants to build confidence, gain hands-on experience, develop office and finance skills in a supportive environment. The successful applicant will gain excellent on-the-job training and will be supported by a mentor.

The participant would also gain experience in the day-to-day administration of Monami Construction, making it a varied placement.

This is a training and experience role; the participant will be fully supported throughout the placement.

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:

- Microsoft Excel
- Microsoft Word and Outlook
- Accounts Administration

Informal Training:

- Customer Service
- Teamwork and Communication Skills
- Assisting with day-to-day accounts and administrative tasks.
- Assisting with the maintenance financial and customer data.
- Learning the process of migration of data from existing software to new system.
- Assisting with reconciling migrated data against existing records.

- **Sector:** construction

Career Level

- Not Required

Candidate Requirements

(Essential)

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