



FINDLATER HOTELS LIMITED T/A The

Castle Hotel



#WPEP-2466999



1-4 Gardiner Row, Parnell Square West,

Dublin 1, D01 R640



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



02/09/2026



28/10/2026

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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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

The participant will learn to:

- Write letters for Director, to submit to City Council etc
- Deal with correspondence with regard to local area
- Process paperwork with regards to Local Business Association
- Research topics on history in local area (Dublin 1) & our hotel
- Take notes/minutes at Non-confidential meetings

The participant will:

- Work side by side on Reception checking guest in & out
- Welcoming guests telling them history & places to see
- Informing guest of the facilities & soft upsell in the Hotel
- Giving direction to guest in the hotel
- Work side by side with reservationist to check booking input
- Work side by side with reservationist to check notes on bookings
- Work side by side with reservations to check booking notes actioned
- Assist with other reception, reservations, office admin, filling, etc

With all of the above there is training, and working side by side training & or assist while working.

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:** accommodation and food service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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