



FACILITIES & SAFETY SYSTEMS LIMITED



#WPEP-2468297



UNIT 5, Ashbourne Bus Pk, Ashbourne, Co.
Meath, A84 ET95



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



10/09/2026



05/11/2026

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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Administrative 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

FSSL is seeking an Administrative Assistant to join our team through the Work Placement Experience Programme (WPEP).

This placement provides an opportunity to gain practical experience in a professional office environment while developing administrative, organisational and digital skills. The participant will work alongside experienced team members and receive guidance and training in a range of office administration activities and business systems. Day to day involvement will include supporting general content preparation, assisting with project coordination tasks, and learning how to carry out core administrative duties.

During the placement, the participant will have the opportunity to develop skills in:

- Office administration and organisation
- Digital and physical document management
- Data entry and record maintenance
- Microsoft 365 applications
- Business communication
- Scheduling and coordination
- Document and report preparation
- Professional workplace practices
- Teamwork and collaboration
- Time management and attention to detail

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 365 (Word, Excel and Outlook)
- Data Protection
- Introduction to Digital Communication Tools (e.g., Meta Blueprint or equivalent)
- Customer Service

Informal Training

- Data entry and office administration
- Telephone skills
- Document and report preparation
- Records and document management
- Scheduling and diary management

Training will be provided on the job and specialised training courses will be provided if needed, as per the WPEP scheme training schedule requirements.

- **Sector:** other service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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