



K.P.W. BUSINESS FORMS LIMITED



#WPEP-2468401



KPW MANAGEMENT, Poolboy Ind Es,
Poolboy, Ballinasloe, Co. Galway, H53 FF80



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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Assistant Administrator – Accounts Office - 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. 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.

Formal Training:

- WPEP QQI Work Experience Module
- IT packages e.g. Microsoft Word, Excel, Outlook
- Sage Accounts Package
- Imprint Package

Informal Training:

- Document and File Management: Organising, maintaining, and archiving physical and digital records.
- Communication Skills: Handling phone calls, emails, and in-person interactions with

professionalism and clarity.

- **Data Entry and Reporting:** Gaining accuracy and efficiency in inputting and managing data using spreadsheets and databases.
- **Scheduling and Coordination:** Learning to manage calendars, book meetings, and coordinate events.
- **Office Operations:** Exposure to tasks such as managing office supplies, preparing documents, and supporting team projects.
- **Office Software Proficiency:** Structured training in Microsoft Office Suite (Word, Excel, Outlook) and other workplace tools.
- **Accounts Package:** Training in Sage line 50 Accounts Package
- **Creditors / Invoice Processing:** training on processing daily creditors invoices, matching with PO, and delivery dockets.
- **Month End Procedures:** Assist with Month end Procedures
- **Creditors Payments:** Training on processing Cheque Run in a timely manner.
- **Bi-Monthly Vat Returns:** Training on processing vat returns on a timely manner.
- **Stock Orders:** Training on Stock Sheet procedures and processing Orders.
- **Hands-On Experience:** Practical application of administrative tasks like filing, printing, and document preparation.
- **Team Collaboration Tools:** Training in platforms Microsoft Teams to support teamwork.
- **Problem-Solving:** Learning to address and manage day-to-day administrative challenges effectively.
- **Interpersonal Skills:** On-the-job coaching to improve communication, adaptability, and collaboration.

This training placement is a structured learning opportunity, equipping participants with a solid foundation in administration while fostering confidence and employ-ability in a professional setting.

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

Career Level

- Not Required

Candidate Requirements

(Essential)

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