



MOOREFIELD MEDICAL CLINIC



#WPEP-2471200



Unit 10B, Block B, The Courtyard Sc, Co.

Kildare, W12 F597



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



22/09/2026



17/11/2026

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 Medical Secretary - 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 successful candidate will be mentored within the administrative department where on a day-to-day basis they will be taught to assist with the following:

- Help with the administration around filing documents and scanning document
- Assist with letter writing and typing
- Help with booking appointments and scheduling meetings
- Support the team with answering calls and taking messages etc

The candidate will be mentored by an experienced HR Administrator while learning and performing the above tasks.

This is a training and work experience opportunity; no prior experience in this role is necessary.

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.

The participant will receive formal/ informal training in the following:

Formal Training:

- WPEP QQI Work Experience Module
- Health and Safety Induction
- Office Administration, filing, scanning, database and data entry
- Time sheet management

Informal Training:

- Customer Service
- Operating telephone systems
- Communication skills
- Teamwork skills
- Operate internal databases
- **Sector:** administrative and support service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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