



ELLEO LIMITED



#WPEP-2472860



1 Adelphi Quay, Top Floor, Waterford,
Waterford, X91 D5PF



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



06/10/2026



01/12/2026

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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Administration/Typist 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

This Work Placement Experience as an Administration/Typist Assistant with Elleo Limited will provide participants with excellent on the job training, supported by a mentor.

This busy environment generates good work ethics and will help strengthen the participant's personal and interpersonal skills. This will also help build confidence and self-esteem. A training program will be devised to enhance the participants skills and knowledge.

The successful participant will be given an opportunity to gain experience while training and assisting with the following:

- Legal transcription and dictation
- Answering and making phone calls with confidence
- Handling general admin and data entry tasks
- Getting hands-on training with AI tools and new software as the venture grows
- Handling of phone calls, messages, emails, appointments, meetings and maintaining organised and up to date records.
- Efficiently use a range of Microsoft Office packages (Word, Excel, PowerPoint, Outlook).
- Managing sensitive and confidential data and maintaining a high degree of confidentiality in all aspects of work.

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

- Formal training will be discussed with the candidate depending on their prior skills and experience and formal training can be done through the wide range of courses through the ETB.
- Microsoft Office packages (Word, Excel, PowerPoint, Outlook)
- WPEP QQI
- Rules around GDPR and Personal Data Management

Informal Training

- Organisational skills to manage multiple tasks efficiently and keep the reception running smoothly.
- Attention to detail in handling documents, data entry, and other clerical tasks.
- Effective time management for prioritisation and scheduling to meet deadlines.
- Ability to interact professionally with students, staff, and external stakeholders.
- Providing excellent customer service and assistance to students and staff.
- Adaptability to handle various tasks and changing priorities.
- Team collaboration to work effectively within a team to achieve common goals.
- Accurate and efficient data entry into systems.
- Efficiently managing and responding to emails.
- Familiarity with using office equipment like printers, and scanners.
- Typing Skills
- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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