



EIRENAUTS LIMITED



#WPEP-2474232



Rahard, Athenry, Co. Galway, H65 DX24



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



12/10/2026



07/12/2026

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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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

This is a great opportunity to get real life training and experience in a professional services organisation. Participants will receive excellent industry-focused training and are supported by an experienced job coach who is there to provide individualised support. This busy company generates good work ethics and helps strengthen the participant's personal and interpersonal skills, engaging colleagues and their line manager. This also helps build confidence and self-esteem. A training programme will be devised to meet the participants achievements and will follow with each skill/competency documented on a weekly update. The daily tasks include assisting with general administrative tasks, data management, customer relationship management (CRM), research, and progress reporting. Understanding customer requirements will play an important role in this training. The participant will use Microsoft Windows 11, Microsoft Office (Outlook, Excel, Word, PowerPoint), Microsoft Edge, and Microsoft Copilot.

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:

Work organisations. Employment rights and responsibilities. Key challenges and opportunities.

Time management, communication skills, work reporting, and quality management.

Informal Training:

IT skills – Microsoft Windows 11, Microsoft Office (Outlook, Excel, Word, PowerPoint), Microsoft Edge and Microsoft Copilot.

Customer relationship management

Understanding customer requirements

Research skills

- This vacancy is suitable for Remote/Blended working
- **Sector:** information and communication

Career Level

- Not Required

Candidate Requirements

(Essential)

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