



EUROBASE LIMITED



#WPEP-2474365



EUROBASE, Ida Waterford Ind Pk, Cork Road, Waterford, Co. Waterford, X91 EH5N



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



16/10/2026



11/12/2026

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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Quality & Business Operations 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

The participant will learn about and gain practical experience in the following, with the support of a mentor:

- Writing, reviewing, and updating standard operating procedures (SOPs)
- Document control of policies, procedures, forms, and work instructions
- Preparing for internal and external ISO 9001:2015 audits
- Tracking non-conformances and corrective actions
- Gathering quality objectives, KPIs, and customer feedback for leadership review
- Maintaining staff training records
- Identifying gaps and outdated steps for continuous improvement
- Cross-border trade basics, including EU VAT and customs

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

- Agile Development Processes via [Fetchcourses.ie](#)
- Fundamentals of Team management via [Fetchcourses.ie](#)
- Quality and Good Manufacturing Practice via [Fetchcourses.ie](#)
- Skills to Advance - Understanding the Management Role to Improve Performance via [Fetchcourses.ie](#)

Certificates issued on completion - circa 20 hours of training

Informal Training

- Training in the Microsoft Business Central
- Training in Quality Management System
- Training in writing documents
- Health & Safety in Workplace
- **Sector:** transportation and storage

Career Level

- Not Required

Candidate Requirements

(Essential)

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