



**NUA DISTRIBUTION & WHOLESALE
LIMITED**



#WPEP-2474404



NUA Distribution & Wholesale Ltd, Ladyrath,
Wilkinstown, Co. Meath, C15 XW10



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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Administration 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 experience programme offers an opportunity to gain practical exposure to administrative and coordination activities within a busy marketing and sales environment. Participants will develop an understanding of how marketing support functions operate by observing and assisting with a range of office-based tasks, including maintaining records, updating databases, preparing promotional materials, organising documentation and assisting with general office duties. The placement is designed as a structured learning experience, allowing participants to build workplace skills, gain confidence in an office environment and develop an understanding of administration processes while being mentored by experienced staff.

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

- Introduction to Office Administration
- Customer Service Skills
- Microsoft Word
- Microsoft Excel
- Microsoft Outlook and Email Management
- Data Protection (GDPR) Awareness
- Health & Safety in the Workplace
- Effective Business Communication

- Time Management and Organisation Skills
- Introduction to Marketing Administration

Informal Training

- Maintaining office records and filing systems
- Updating databases and customer information
- Preparing brochures, catalogues and marketing materials for distribution
- Supporting the administration of trade shows and promotional events
- Processing and organising marketing documentation
- Using internal office systems and procedures
- Observing supplier and customer communications
- Scheduling and coordinating administrative tasks
- Supporting stock control of promotional materials
- Working effectively within a sales and marketing support team
- Understanding branding and promotional processes in a business environment
- General office administration and workplace practices

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

Career Level

- Not Required

Candidate Requirements

(Essential)

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