

POSSIBLE "GENERIC" WORK EXPERIENCE PLACEMENTS for OLDER TEENAGERS in Derry, Northern Ireland

JOB TITLE: Administration Assistant – Office Clerk **TYPE OF COMPANY: Estate Agents**

Tasks of the trainee:

- Dealing with clients; dealing with post; answering the telephone and passing on calls;
reception duties such as greeting and looking after visitors; typing and setting up documents such as letters and reports; keeping computer records up to date; using office equipment such as printers, photocopiers and fax machines; making travel arrangements for staff.

Knowledge, skills and competences to be acquired:

- Job familiarization in the field of administration & real estate.
- Develop communication skills with staff and local customers.
- Dealing with multiple tasks simultaneously
- Meeting deadlines and achieving targets in the set time period
- Working effectively in a team and assisting others
- Knowledge of corporate practices for dealing with local customers.
- Acquire key competences and exchange best practices in the sector of real estate and administration.

JOB TITLE: Waiter/waitress (catering assistant)

TYPE OF COMPANY: Café or restaurant

Tasks of the trainee:

- Administration assistance (stock check, ordering materials)
Welcoming clients and taking bookings
Dealing with customers needs, taking orders, relaying orders to kitchen staff and co workers
- Taking account of cultural differences and having awareness of cultural practices in UK/Ireland
& dealing with suppliers

Knowledge, skills and competences to be acquired:

Job familiarization in field of Catering Industry
Develop communication skills with clients
Dealing with multiple tasks simultaneously
Meeting deadlines and achieving targets in the set time period
Working effectively in a team and assisting others
Knowledge of corporate practices for dealing with clients
Acquire key competences and exchange best practices in the sector of catering Industry

JOB TITLE: Human Resources Assistant **Type of company: Medium-sized, – variety of sectors (8 + employees)**

Tasks of the trainee:

- Dealing with clients; dealing with post; answering the telephone and passing on calls;
reception duties such as greeting and looking after visitors; typing and setting up documents such as letters and reports; keeping computer records up to date; using office equipment such as printers, photocopiers and fax machines; making travel arrangements for staff.

Knowledge, skills and competences to be acquired:

- Job familiarization in field of Administration and Human Resources.
- Develop communication skills with staff and students/partners.
 - Dealing with multiple tasks simultaneously
 - Meeting deadlines and achieving targets in the set time period
 - Working effectively in a team and assisting others
 - Knowledge of corporate practices for dealing with members of staff and students/partners.
 - Acquire key competences and exchange best practice in the sector of Administration and Human Resources.

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