Apply now to be an **Administrative Assistant Trainee.**



PSE&G-Sponsored **On-the-Job Training Program**

Prior experience in the clean energy industry is *not required*. You must be a New Jersey resident to apply.

Employer: A participating company specializing in energy efficiency; jobs and training not with PSE&G

Locations: Positions available throughout New Jersey

Starting salary: $20 per hour (40-hour week)

Duration: 16 weeks

Job placement will be determined following successful completion of the 16-week PSE&G-sponsored On-the-Job Training Program.

Clean Energy Jobs Program

Launch your career.
Gain skills that set you apart.
Earn while you learn.

- Receive paid, hands-on, and job-specific training with a dedicated mentor at an energy efficiency company
- Gain experience, do meaningful work, and build in-demand skills in New Jersey's rapidly growing clean energy industry
- Get access to a multidisciplinary training curriculum that provides clean energy, technical, interpersonal, and life skills
- Earn valuable credentials for real-world application: BSP and OSHA 30
- Learn directly from industry professionals in a safe, structured setting

Read on for details.

PSE&G

The Clean Energy Jobs Program provides training, access to work opportunities, and other resources to prepare participants for careers in New Jersey's fast-growing energy efficiency sector. PSE&G is the sponsor of the Clean Energy Jobs Program and its On-the-Job Training Program. Training and career placement will only occur through the program's partner suppliers—not with PSE&G.

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PSE&G-Sponsored

On-the-Job Training Program: Administrative Assistant Trainee

Now is an exciting time to join a fast-growing industry and help create a more sustainable New Jersey. This opportunity is specifically designed for New Jersey residents who are interested in launching a career in the clean energy sector. Prior experience in clean energy is *not required*.

Job and Program Responsibilities

A day in the life of an Administrative Assistant Trainee involves supporting utility-led energy efficiency programs in New Jersey through clerical work in an office environment. This full-time position includes:

- Reporting to and working directly with the owner, manager, and staff members
- Answering phone calls, mailing, filing, scanning, emailing
- Writing simple documents (contracts and proposals), typing and sending estimates, filing permits, registering equipment warranties, following up with customers
- Assisting with clean energy rebates-related documentation
- Submitting payroll
- Developing social media posts
- Handling other miscellaneous paperwork

A successful Administrative Assistant Trainee will be able to demonstrate:

- Ability to work efficiently in a fast-paced environment, strong organizational skills, effective written and verbal communication skills
- Capacity to work independently and as a member of a team
- Computer and technology literacy
- Problem-solving, critical-thinking, and time-management skills
- Learning and overall growth of skill set over time

Qualifications

- High school diploma or equivalent
- Must maintain a valid driver's license and reliable transportation for traveling to work and job sites for the duration of the program

Clean Energy Jobs Program

Interested?

If you are eager to learn and excited about making a difference in the clean energy field, apply for paid on-the-job training as an Administrative Assistant Trainee. Visit **apexsolgroup.com/admin-assistant-trainee** or scan this QR code to apply.