

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

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Build your career.  
**Brighten New Jersey's  
future.**  
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

## Clean Energy Jobs Program

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The Clean Energy Jobs Program, a collaboration between PSE&G, the New Jersey Department of Labor and Workforce Development, and local partner organizations, provides training and 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.



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

Prior experience in the clean energy industry is *not required*.

**Employer:** A participating company supporting utility-led energy efficiency incentive programs in New Jersey

**Location:** Placement for this opportunity will be across the state of New Jersey and assigned after selection and program completion, with every effort made to ensure trainee has no more than a 45-minute commute from home to work location.

**Starting salary:** \$20 per hour

**Duration:** 16 weeks

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

**Read on for details.**



# PSE&G-Sponsored On-the-Job Training Program: Administrative Assistant Trainee

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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 individuals who are not yet experienced in the clean energy sector.

## Work You Believe In

### Job and Program Responsibilities

**A day in the life** of an Administrative Assistant Trainee involves supporting utility-led energy efficiency incentive 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 also 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
- Valid driver's license

## 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/administrative-assistant](https://apexsolgroup.com/administrative-assistant) or scan this QR code to apply.

