

Ready to Join the Revolution

JOB OFFER LETTER

TO:
Mr. Elton Mehmeti

Via S. Francesco d'Assisi, 15, 20122, Milan, Italy
40 New Bond St, W1S 2DE, London, England
Rruga "Vaso Pasha", Qendra e Biznesit "Rainbow", Kati III, Tirane
Rruga Musa Tolaj, Lam A, Hyrja 2/104, Prishtina, Kosova
www.cardoi.com

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Prishtina, 03.04.2024

We are very pleased to offer you the following conditions of employment in CARDO AI - Prishtina office.

1. Name of position:

Junior Software Engineer (Career Level 1)

2. Location:

Office in Prishtina

3. Starting date:

15th of April 2024

4. Terms of employment:

Full-time permanent employment with a probation period of 3 months

5. Main responsibilities:

- Write high-quality, easily maintainable, testable and scalable code
- Participate in maintenance and support activities
- Help in task planning, estimation, scheduling and prioritization
- Raise & Review pull requests

6. Remuneration:

Monthly salary – **Gross: Eur 559.00**

Future increases of net salary will be in accordance with the performance achieved and progress toward the higher position from the CARDO AI Career Development Guide.

7. Bonuses and benefits:

Bonuses for special work performance, if achieved, 0%-25% of the 6 months' salary. It is paid every 6 months after the performance review

- Top Quarter Performer bonus: €1k paid to one employee every quarter
- Top Yearly Performer bonus: €4k paid to one employee every year

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Training budgets

- Each member of the teams will be entitled to a learning budget up to 580€ directly related to the role
- Performance based budget for Excellent performance = €2k yearly budget for trainings + conferences

Referral Bonus

- €500 for every employee you refer and we hire

Benefits

- Provided laptop, monitor, keyboard and mouse, flexible working time, work from home or office, internal and external education as per the set OKR/KPIs guided by mentors.

8. **Compensations and allowances:**

Business Travel Expenses, if any occur, will be reimbursed on a monthly basis in accordance with the Company policy and the Law and Rulebook.

Work done beyond regular working hours, if any, (work on weekends, work on holidays, or overtime work), have to be defined and allowed by the supervisor before such work performance, and it will be paid in accordance with the regulations and internal acts.

9. **Working schedule:**

Working hours: 8 hours/day, 40 hours/week.

Working time: from Monday through Friday, between 9:00 a.m-6:00 p.m., with an hour lunch break included (with the options of flexible working time).

10. **Annual leave per year:**

You are entitled to 20 working days (4 weeks) of annual leave per year, other leave days are provided in accordance with the Law on labor. The first year of employment, the leave is calculated of 1,67 leave days per each month of work.

Please review the contents of this offer carefully.

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If you accept the conditions of the offer, return the signed document via email until 05.04.2024

I agree to accept the conditions of employment indicated above.

Date: 03.04.2024



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