



JETZY INTERN OFFER LETTER

Dear **Vikas**,

Congratulations! Jetzy is pleased to offer you an opportunity to be a **Product Development Management Intern** for **Summer 2019**. This is an opportunity to be on the ground with a startup from the inception of the product, learn market strategies for a new product and gain in-depth entrepreneurial skills. Through a satisfactory performance in this program, interns will be able to receive academic credits, an experience letter or even a potential for a future career opportunity with Jetzy.

Your responsibilities as a **Product Development Management Intern** will include but are not limited to:


- Lead team in projects to achieve goals set forth
- Conduct performance appraisals in conjunction with Human Resources
- Manage the product enhancement and new feature development process from concept to launch and beyond
- Building and maintaining the roadmap for all new product and feature development and ensuring all development connects to business goals and customer feedback
- To create and sustain a Product Specification Document consisting of Product features, designs and items, and guidelines about the app
- Gathering and analyzing customer data to improve app functionality
- Researching similar products to understand the competitive landscape and new trends in the market, about app development and user preferences
- Researching best systems and solutions to supplement our technology platform and understand ongoing developments in the technology space
- Setting the product strategy, prioritizing features, building consensus, and coordinating product schedules with design and engineering teammates.
- Maintain a log of all product related, and technology points raised during meetings and follow up on those points with engineers
- Be responsible for manual and automated App testing
- Coordinate with the marketing team to increase the user engagement and promotions
- Driving the product's vision for Jetzy across iOS and Android
- Identifying methods and metrics for determining success and failures while ensuring the team is clear on their objectives

Your program is a **1.5-month** internship and interns are expected to be available for the entire duration of the program. Your internship will be from **July 1, 2019 to August 17, 2019**. As a **part-time** intern, you will be scheduled to work between **6 to 8 hours per week**.

If you would like to be part of our program, please sign and return this letter to hr@jetzyapp.com. For any questions, please contact us by email at hr@jetzyapp.com.

Best regards,
Shama Zehra
Co-founder & President

Acceptance:

Signature:  Date: 07/25/2019