



Associate Product Manager (Technical) - Job Description

About Jarvis Technology & Strategy Consulting

One of India's biggest political and policy consulting organizations, Jarvis Technology & Strategy Consulting, was started by a group of socio-entrepreneurs from colleges like IIT, ISB, and NIT. Currently, it is driven by a strong team of more than 650 young professionals with a presence across India. We leverage data and technology to drive large-scale political campaigns, design action-oriented community outreach, formulate targeted communications, and make government programs more effective.

Position Overview:

We are seeking a motivated and detail-oriented Associate Product Manager to support the development and delivery of impactful products. The ideal candidate should have a foundational understanding of the product lifecycle, strong coordination skills, and a willingness to learn and grow in a fast-paced environment. Familiarity with tools like Jira, Figma, Github, wireframing, and analytical tools will be an advantage.

Key Responsibilities:

- Assist in developing and maintaining product roadmaps that align with company goals and market needs.
- Use tools like Jira and other project management software to track tasks, sprints, and overall progress.
- Create user flow diagrams and wireframes to support the team in defining product functionality and user experience.
- Support the product lifecycle process, from brainstorming ideas to analyzing post-launch performance and updates.
- Use analytics tools such as Firebase Analytics or Mixpanel to monitor product performance and identify areas for improvement.
- Work closely with clients and teams across business, operations, development, design, and QA to ensure successful product delivery.
- Contribute to maintaining clear and detailed documentation, including product requirements, user stories, and updates.
- Help track product performance and analyze data to ensure products meet customer and business needs effectively

Qualifications:

- Bachelor's degree in Business, Computer Science, Engineering, or a related field; MBA or relevant certifications are a plus.
- 1 to 3 years of experience in product management, internships, or related roles.
- Familiarity with tools like Jira, wireframing software (e.g., Figma, Balsamiq, or Sketch), and basic understanding of product roadmapping tools.



- Foundational knowledge of user flow design, product lifecycle, and Agile development methodologies.
- Exposure to analytics tools such as Firebase Analytics, Mixpanel, or Google Analytics is preferred.
- Strong communication and documentation skills with a willingness to learn and improve.
- Ability to work effectively with cross-functional teams and build strong stakeholder relationships.

Preferred Skills:

- Familiarity with UX/UI design principles.
- Strong problem-solving capabilities.

Why Join Us?

- Work on cutting-edge products in a dynamic, collaborative environment.
- Opportunity to grow and take ownership of innovative projects.
- Strictly work-from-office environment to foster team collaboration and innovation.

If you're passionate about building exceptional products and thrive in a fast-paced environment, we'd love to hear from you!