



Product Trainee/Intern (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 Product Trainee to support the product team in managing and delivering products developed in the organisation. The ideal candidate should have a basic understanding of the product lifecycle, strong coordination & communication skills, and a willingness to learn and grow in a fast-paced environment. Familiarity with Jira and product management/analytical tools will be advantageous.

Key Responsibilities:

- Assist product managers, developers, and design teams in maintaining documents, cross team communications and other necessary coordinations in a product development life cycle.
- Use tools like Confluence/Notion/Google Docs/Sheets for maintaining clear and detailed documentation related to Technical Products
- Use tools like Jira and other project management software to track tasks when required.
- Work closely with clients and teams across operations, development, design, and QA to ensure successful product delivery.

Qualifications:

- Bachelor's degree in Business, Computer Science, Engineering, or a related field; MBA or relevant certifications are a plus.
- This is a beginner level position, based on the performance of the candidate further advancement in the product management roles is certain.
- Experience in product management/project management-related fields is an added advantage
- Strong communication and documentation skills with a willingness to learn and improve is a must
- Ability to work effectively with cross-functional teams
- Familiarity with tools like Jira, wireframing software (e.g., Figma, Balsamiq, or Sketch), and a basic understanding of product management tools is an added advantage
- Basic knowledge of user flow design, product lifecycle, and Agile development methodologies is an added advantage

**Preferred Skills:**

- Strong communication, collaboration, and documentation skills
- 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.
- Headstart your journey in the field of product management and related fields.
- 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!