



Offer Letter

"It is never too late to be what you might have been."

Dear **Koshae Tan**

Congratulations! Thank you for investing your time to interview with us at Glints. This is a formal letter of offer for you to join us in our vision of building the #1 full-stack tech-enabled career development and recruitment company in Southeast Asia.

Here are the details of your offer:

Job title	Special Projects Associate
Reporting To	Chief of Staff
Key responsibilities	Solve strategic problems that arise in our scaling phase and assist in driving new projects through conducting rapid data analysis (in a data-driven, independent, and collaborative manner) with fast turnarounds.
Mission Scope & Measures of Success (KPI)	CLTV Expansion through add-ons - Identify and prioritize areas to create value to existing clients including providing insurance, corporate training, or other services - Test customer and stakeholder appetite for such add-ons Academy Fundraising and Operational Improvements - Refine academy income-share-agreement financial model and projections - Create pitch deck to social impact investors and support end-to-end process - Understand current operational bottlenecks and work with teams on the ground to improve processes Geographical Expansion - Support international expansion into markets including the Philippines, Thailand, and China by ironing out go to market strategy and work with commercial team for initial launch operations Other High-Priority Projects



	5. Analyse past data and develop simple models for key indicators and metrics - Examples of key indicators include: Client Lifetime Value, Customer Acquisition Cost, Efficiency-related metrics, Revenue Retention, Customer Concentration 6. Prepare and build fundraising models, charts and documentations - Example of models and charts include: financial model for business valuation, unit economics, whale chart, rule of 40 chart, cricket chart 7. Support investor meetings as they occur, sitting in to take notes and supporting data requests by investors
Remuneration	Cash - Monthly base compensation of S\$6000 per month Variable performance bonus 0-3 months annual performance bonus based on annual performance Stock options (\$20,000 nominal value of ESOP) - All options issued are vested over 4 years with 1 year cliff: - Vesting schedule of 15% (1st year) +20% (2nd year) +30% (3rd year)+35% (4th year) - Strike price is at 80% discount off Series C share price
Benefits	- Annual leave of 18 days for the first year, unlimited leave thereafter - Flexible work-from-home arrangements
Probation Period	3 months from joining date (no leave to be taken during probation)
Notice of Resignation	Notice of resignation must be given: 2 (two) weeks prior to the last day of work (within probation period) 1 (one) month prior to the last day of work (post-probation period)



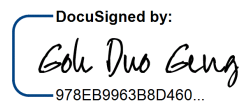
Offer Valid Till	26 March 2021
Effective Joining Date	26 April 2021

I formally accept this offer and strive to do my best in this new role:

DocuSigned by:

B132DEFDE84C45D...

Koshae Tan

DocuSigned by:

978EB9963B8D460...

Duo Geng Goh
Chief of Staff

More About The Offer

Don't accept this job offer if:

- You are just looking for a job, because it won't be an easy 9-5 job
- You are not sure about the role, let's not waste each other time. We believe in [Hell yes or No!](#)
- You are not ready to learn and adapt constantly, because a startup environment is fast changing

Join us if:

- You believe in our vision and [culture](#)
- You are ready to do your life's best work yet
- You are ready to learn and grow constantly

Questions? Just ping your hiring manager for a chat, we will be able to help.