

## Process and Business Intelligence Developer - Internship

**Location:** Rockwell, Makati City, Metro Manila, Philippines

**Duration:** Minimum 6 months

### Company description:

**REURASIA Management Corporation** ("REURASIA") is a Filipino corporation endeavoring to have a positive impact on the environment and local communities. We support industries in transitioning toward their net zero carbon goals by engineering, supplying, and constructing solutions for their processes.

We use existing **biomass or waste** to produce electricity, gas, or heat for industrial processes like sugar crystallization, manufacturing, or dryers. We supply turn-key energy systems such as biomass pellets facilities, biomass steam boilers, Co-generation, anaerobic digestion and bioethanol facilities.

In addition to industries, we work with Local Governmental Units (LGUs) in Filipino off-grid isolated islands to develop projects for waste management and decentralized power production. The group expanded from the Philippines to France and India in 2020 and is now working as a consultant in Europe, Owest Africa, Asia and Oceania.

You can view the company profile using this link for a more comprehensive overview of its activities: <https://reurasia.com/company-profile/>

### Job description:

You will join the team at our headquarters in Rockwell, Makati, and will be in charge of **integrating the company processes with the goal of reaching ISO 9001 compliant by 2027.**

We will develop internal tools and frameworks, create dashboards to help shareholders analyse data, optimize existing processes, and drive data-based decision making. Your missions will include:

#### Process & Tools Development

- Build and automate internal tools with the Microsoft and Google Suites (Excel, VBA, Google Apps Script) to improve workflows across all departments (HR, finance, Cost control, Operations)..



# REURASIA

MANAGEMENT CORPORATION

- Develop frameworks for tracking reimbursements, budgeting, scheduling, attendance and projects deliverables..
- Continuously improve processes to improve efficiency and collaboration across all departments.

## Business Intelligence & Reporting

- Design and maintain dashboards in Looker Studio to monitor KPIs and financial performance.
- Perform financial and operational analysis to support decision-making (Cashflow, Process efficiency, Business Development ratio)..
- Deliver clear, structured reports and visuals for management and stakeholders.

## Executive & Cross-functional Support through Tools

- Create custom tools and dynamic visuals to assist Management in strategic presentations and management reviews.
- Build integrated systems that allow project managers to track budgets, milestones, and risks effectively.

You will join Reurasia as a **Process and Business Intelligence Developer**. During the first month, you will follow a guided path to become familiar with REURASIA's internal tools, reporting systems, and workflows. With regular one-on-one supervision, you will progressively gain autonomy to develop and deploy solutions across HR, finance, and project management.

## **Qualifications: What distinguishes you?**

- Student or graduate from an Engineering and/or Business school, with strong interest in process optimization, automatization, tool development, and business intelligence.
- Proficiency in Microsoft and Google Suite and automation (VBA, Google Apps Script, or similar).
- Knowledge of databases and ability to structure information flows between different systems.
- Familiar with data reporting / visualisation tools (Looker Studio or equivalent)
- Ability to design and implement practical tools for HR, finance, and project management.
- Organized, proactive, and reliable a real can-do attitude with ownership of tasks and deadlines.
- Clear communicator in English (written and spoken) : able to document tools and explain processes clearly.
- Team player: collaborates effectively across finance, HR, and operations teams in a multicultural environment.

- Time management: able to manage multiple priorities, keep trackers accurate, and deliver reliable outputs.

### What do we offer ?

- An opportunity to start your career in a company expert in renewable energies.
- Dynamic work environment, friendly company culture with a multicultural team.
- Opportunity to explore tangent areas of work that you take interest in.

Included in Internship Package	
Monthly allowance (covering accommodation in Manila and basic needs)	✓
Full expatriation package: <ul style="list-style-type: none"> <li>• Roundtrip flight to and back from the Philippines</li> <li>• 1 week hotel on arrival</li> <li>• Health and travel insurance</li> <li>• Vaccination (Optional)</li> <li>• Visa</li> </ul>	✓
Travel costs for official travels only	✓
Technical training	✓

Do you think you have qualifications that make you the ideal candidate for us? Simply send us your resume and a cover letter to motivate your candidature at **hr@reurasia.com**.