



Job Description

Job Title: Operations Intern (01)

Reports to: Admin Associate.

Location: Lira, Uganda

About Cycle Connect

Cycle Connect is a socially-driven business that delivers agricultural products and tools to farmers living in remote, rural areas in Northern Uganda.

Millions of farmers are financially excluded and yet need access to products on credit. This is where Cycle Connect delivers, as we specialize in offering productive tools on financing plans, reaching the most last mile customers, and offering low barrier loan terms built for farmers, enabling them to increase their income and in turn propel their communities forward.

We have a growing number of assets in our portfolio, including oxen and plough, bicycles, motorcycles, grinding machines, and a rich pipeline for even more. To date, we have worked with over 14,000 farmers across two different branches and backed up by over 40 team members. We are venturing through an exciting time of rapid growth and scale throughout Uganda and are therefore looking to expand our team.



Position Summary

The Operations Intern plays a key role in ensuring the smooth day-to-day functioning of the office and support operations. This role is divided into 50% front desk and administrative support, 30% logistics and procurement, and 20% finance-related tasks.

Key Responsibilities

1. Front Desk & Administrative Support (50%)

- Act as the first point of contact for clients, visitors, and partners at the front desk.
- Manage all incoming calls, emails, and inquiries professionally.
- Assist in coordinating meeting schedules, internal events, and manage office calendars. Ensuring support and availability of any needed items for all general staff meetings.



- Ensure the office environment is tidy, functional, and stocked with necessary supplies.
- Maintain proper filing systems (both hard and soft copies) for administrative (e.g. insurance claims) and HR-related records.
- Support team travel and accommodation by advising on places of accommodation where needed and supporting the disbursement process of the needed facilitation.
- Assist with staff onboarding logistics and other HR-related administrative tasks. These include assignment of work tools like motorcycles, tablets, computers, protective gears, processing of new staff IDs and timely renewals among others.
- Manage correspondence, deliveries, and mail distribution.

2. Logistics & Procurement (30%)

- Support procurement processes by sourcing quotes, preparing purchase requisitions, and managing vendor communication.
- Assist in maintaining and updating the procurement and inventory databases.
- Receive and inspect deliveries, ensuring accurate documentation and quality.
- Assist in coordinating logistics for field teams, including assigning motorcycles, riding gears, any needed facilitations, service and repairs, GPS installation and tracking, fuel distribution and tracking among others.
- Assisting in maintaining accurate records of office Company assets and overseeing routine inventory checks and movements.
- Liaise with suppliers and service providers to ensure timely delivery and service quality.

3. Finance Support (20%)

- Assist in petty cash requisitions, disbursement, usage, tracking, and reconciliations.
- Support documentation of financial transactions including receipts, invoices, and payment requests.
- Perform data entry into finance systems or spreadsheets as directed.
- Ensure finance-related documentation is properly organized and audit-ready.
- Follow up with internal teams on submission of expense reports and other financial documentation.
- Support in any other way as may be requested by the Admin Associate.

Qualifications and Experience

- Diploma or Bachelor's degree in Business Administration, Procurement, Finance, or related field.
- 1–2 years of experience in a similar administrative or operations support role.
- Knowledge of procurement or logistics processes is a strong advantage.
- Excellent communication and interpersonal skills.
- Strong attention to detail, time management, and organizational ability.
- High level of integrity and confidentiality.
- Proficient in Microsoft Office (especially Excel and Word); experience with accounting software (e.g. QuickBooks or any other) is an advantage.



- Comfortable working in a fast-paced, mission-driven environment.
- Fluent in Luo (Lango & Acholi)

Want to apply?

- Take a look at our website to see how you resonate with what we do.
- Fill out the online application form under this [link](#):
- You will upload your CV in PDF format into the form. Please ensure that it is tailored to this role and has no more than 3 pages.
- The deadline for applications is 12th December 2025 and hiring is on a rolling basis.
- **Female candidates are highly encouraged to apply.**