

## APPOINTMENT NOTICE

### **Position: Reception Manager (Female/Male)**

The Country Cricket Club, a premier members' club in Ranchi, offers an array of top-class facilities including a full-fledged restaurant, bar, guestrooms, and banquet halls for parties and events. With a workforce of over 130 employees, the Club invites applications from dynamic and experienced professionals for the post of Reception Manager.

### **Key Responsibilities:**

- Supervise the daily operations of the front desk and reception area.
- Ensure a warm, professional welcome and efficient service for members and guests.
- Manage guest check-in/check-out, room reservations, and related services.
- Coordinate with other departments for smooth guest experiences.
- Handle member's queries, feedback, and complaints courteously and efficiently.
- Train and supervise reception/front office staff.
- Maintain accurate records, reports, and billing details.

### **Eligibility Criteria:**

- Graduate in Hospitality Management or any related field.
- Minimum 5 years of relevant experience in front office/reception management, preferably in clubs, hotels, or hospitality establishments.
- Strong communication and interpersonal skills.
- Proficiency in computer applications and front office software.
- Pleasant personality with leadership qualities and problem-solving ability.
- Fluency in English and Hindi is essential.

### **Remuneration:**

Commensurate with qualifications and experience; not a constraint for the right candidate.

### **How to Apply:**

Interested candidates may send their detailed CV along with a recent photograph and references to:

To,  
The Hony Secretary  
Country Cricket Club  
JSCA International Stadium Complex  
HEC Campus, Dhurwa, Ranchi-834004.

Email: [cccranchi4@gmail.com](mailto:cccranchi4@gmail.com)

**Last Date for submission of Application: 14.11.2025**

Only shortlisted candidates will be called for interview.

**For Country Cricket Club**

Sd/-

(Honorary Secretary)



J.S.C.A. International Stadium Complex, Dhurwa, Ranchi - 834 004

CIN : U92410JH2012NPL000254

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