

**1.Company:** INFOC**Job Title:** Admin and HR Manager**Location:** Trichy, Tamil Nadu**Job Description:**

INFOC, a leading technology firm in Trichy, seeks an Admin and HR Manager to oversee administrative tasks, recruitment, employee onboarding, payroll support, HR policies, and compliance. Key duties include managing records, organizing training programs, handling employee relations, and coordinating events.

**Requirements:**

- Bachelor's degree in HR or related field
- HR experience, MS Office, HRMS proficiency
- Strong communication and organizational skills

Email resumes to [careers@infoc.com](mailto:careers@infoc.com).

**2.Company:** YaavarumKelir HR SERVICES**Job Title:** HR Admin**Location:** RS Puram, Coimbatore**Job Description:**

YaavarumKelir HR Services is hiring an HR Admin to manage HR operations, employee records, payroll support, and compliance. Key responsibilities include coordinating office activities, implementing policies, and handling administrative tasks.

**Qualifications:**

- Any degree
- 3–5 years of experience in HR/Admin

**Salary:** ₹22,000–₹25,000/month**Benefits:** Health insurance, PF, bonuses**Contact:** 8072331760, 9894491760**3.Company:** Aanoor Global Corporate Solutions Private Limited**Job Title:** Statutory HR - ESI PF**Location:** T Nagar, Chennai**Job Description:**

Aanoor Global Corporate Solutions seeks an experienced HR professional to manage payroll,

statutory compliance (EPF, ESIC, PT, LWF, Gratuity, Bonus), audits, and HR policies. Responsibilities include processing payments, conducting audits, and ensuring labor law compliance.

**Qualifications:**

- Any graduate/postgraduate in HR
- 2–8 years experience in payroll and compliance

**Salary:** ₹15,000–₹50,000/month + incentives

**Apply:** hr@crediblecs.com / 7708897421.

**4.Job Title:** US HR Generalist / Onboarding Specialist

**Location:** T Nagar, Chennai

**Shift:** Night Shift (7:30 PM – 4:30 AM IST)

**Type:** Full-time, Permanent

**Job Description:**

We seek a US HR Generalist with 2–4 years' experience in HRIS updates, employee verifications, onboarding, background checks, I-9, E-Verify, and compliance with US laws. Must have IT staffing or US consulting experience.

**Contact:** 9741104008

**5.Job Title:** Assistant HR Manager

**Location:** Tada, Andhra Pradesh

**Type:** Full-time

**Job Description:**

NVK Staffing Solutions seeks an Assistant HR Manager with 4+ years of experience in attendance management, joining formalities, contractual staff documentation, legal compliance, and labor laws (AP & Chennai). Must address client/employee queries and have a two-wheeler with a valid license.

**Salary:** ₹24,000–₹37,000/month

**Benefits:** Health insurance, PF

**Contact:** +91 8147182077

**6.Company:** BVR People Consulting

**Job Title:** Trainee to Manager - Talent Acquisition

**Location:** Bangalore & Chennai

**Type:** Full-time

**Job Description:**

BVR People Consulting is hiring for Talent Acquisition roles (Trainee to Manager). Responsibilities include sourcing, scheduling interviews, client coordination, database management, and handling MIS reports.

**Qualification:** BE/B.Tech/MBA/MSW/Chemistry

**Experience:** 0–10 years

**Salary:** ₹1.8–₹8 LPA

**Vacancies:** 8

**Email:** [ganapathi@bvrpc.com](mailto:ganapathi@bvrpc.com)

**7.Company:** VGN Homes

**Job Title:** HR Manager

**Location:** Chennai

**Type:** Full-time

**Job Description:**

VGN Homes seeks an HR Manager to lead HR strategies, policies, and compliance. Responsibilities include recruitment, performance management, employee relations, training, payroll, benefits administration, and legal compliance. Develop employee engagement programs and ensure workplace safety.

**Experience:** 10–15 years

**Walk-in:** 2nd–9th Jan, 11 AM–3 PM

333, VGN Homes Poonamalle high road Aminjikarai, chennai - 600030

**Contact:** Jai Prabhu (9840027573)

**8.Company:** Vilwaa Tech Enablers

**Job Title:** US IT Recruiter

**Location:** Chennai (Maraimalai Nagar)

**Type:** Full-time (Night Shift, 5 days/week, Work from Office)

**Job Description:**

Vilwaa Tech Enablers seeks US IT Recruiters with 0–6 years of experience. Responsibilities include sourcing, screening, and recruiting candidates for IT and Non-IT roles. Must understand tax terms (C2C, W2, 1099) and visa categories. Strong communication, negotiation, and Boolean search skills required.

**Email:** [abineshwariu@vilwaatech.com](mailto:abineshwariu@vilwaatech.com)

**9. Company:** Creative Hands HR

**Job Title:** HR Recruiter

**Location:** Aminjikarai, Chennai

**Company:** Creative Hands HR

**Job Description:**

We are hiring HR Recruiters for our consultancy. Freshers or candidates with up to 1 year of experience are preferred. Responsibilities include sourcing, screening, and recruiting candidates, conducting interviews, and managing the recruitment process. Day shift with Sundays off.

**Contact:** Varsha at 7200847046 for more details.

**10. Job Title:** IT Recruiter (Perm Staffing)

**Location:** Chennai (Work from Office)

**Company:** CIEL HR

**Job Description:**

We are seeking an experienced IT Recruiter (2+ years) to handle IT staffing across India. The role involves end-to-end recruitment, building strong candidate pipelines, and collaborating with internal teams and third-party agencies to meet business hiring needs within set timelines. The ideal candidate should have expertise in permanent staffing and recruitment processes, strong communication skills, and a proactive approach to sourcing.

**Salary:** ₹1.25-5 LPA

**Email:** [tejashwini.l@cielhr.com](mailto:tejashwini.l@cielhr.com)

**Phone:** 9972770195

**11. Job Title:** HR Business Partner (HRBP)

**Location:** Chennai (Taramani)

**Company:** Nexinfo India

**Job Description:**

We are looking for an experienced HR Business Partner with 5-10 years of core HR experience. The role involves managing the complete employee lifecycle, including onboarding, payroll, performance reviews, and offboarding. You will also partner with senior management to design HR programs, implement policies, and drive employee engagement initiatives. A Bachelor's/Master's degree in HR is required, and the candidate must have excellent communication skills.

**Salary:** ₹8.5-12 LPA

**Shift Timings:** 02:30 PM to 12:00 AM (Cab pick-up, drop, and dinner provided)

**Employment Type:** Full-time

**Email:** [bhagyalakshmi.selvam@nexinfo.com](mailto:bhagyalakshmi.selvam@nexinfo.com)

**12.Job Title:** Front Office Executive (Female)

**Location:** Tiruchchirappalli, Tamil Nadu

**Company:** CARE Group of Institutions

**Job Description:**

We are seeking a Front Office Executive with a Bachelor's degree and 2+ years of experience in front office and Microsoft Office. The role involves managing the front desk, handling confidential information, and providing excellent customer service. The candidate should have strong communication skills, attention to detail, and the ability to work in a multi-cultural environment. Only female candidates are eligible.

**Job Type:** Full-time

**Schedule:** Day shift

**Email:** [hr@care.ac.in](mailto:hr@care.ac.in)

**13.Job Title:** Admin Executive

**Location:** Chennai, Tamil Nadu

**Company:** Sun and Black Flowers

**Job Description:**

We are seeking an Admin Executive with at least 2 years of experience. The candidate should be proficient in MS Excel, MS Word, and have strong computer skills. A graduate degree is required, and an MBA is a plus. Male candidates are preferred, and having a two-wheeler is an advantage. The role includes administrative tasks, managing office operations, and providing support to the team.

**Job Type:** Full-time

**Pay:** ₹15,000 - ₹20,000 per month

**Schedule:** Day shift

**Contact:** 7667679722 / 7305098347

**14.Job Title:** Front Office Executive & Supervisor (Female)

**Location:** Tiruppur, Tamil Nadu

**Company:** Sree Saran Medical Centre (SSMC) - Multispecialty Hospital

**Job Description:**

We are seeking a Receptionist with excellent organizational and typewriting skills. Responsibilities include greeting patients, managing phone calls, assisting doctors and staff, scheduling appointments, maintaining patient records, and handling billings. The candidate must have 1-2 years of experience, strong communication skills, and the ability to work under pressure. Must be willing to work in rotational shifts.

**Job Type:** Full-time

**Benefits:** Food provided, Provident Fund

**Schedule:** Rotational shift

**Education:** Bachelor's (Required)

**Contact:** +91 7338894544

**15.Job Title:** HR Intern

**Location:** Chennai, Tamil Nadu

**Company:** Netambit ValueFirst Services Private Limited

**Job Description:**

We are looking for an HR Intern for Non-IT recruitment. The intern will assist with sourcing, recruiting, and employee relations activities. The position is based at Ambattur Estate, with working hours from 9:30 AM to 6:00 PM.

**Job Type:** Internship

**Duration:** 3 months

**Pay:** ₹1,000 - ₹2,000 per month

**Benefits:** Work from home

**Schedule:** Day shift

**Education:** UG/PG (Preferred)

**Contact:** Meena – 6369720523

**16.Job Title:** FMCG - HR Manager

**Location:** Thathaneri, Madurai, Tamil Nadu

**Company:** Atchayapatra Foods Private Limited

**Job Description:**

We are seeking an experienced HR Manager for our FMCG division. Responsibilities include overseeing daily operations, managing staff, ensuring compliance with policies, and driving employee engagement. You will implement HR strategies, lead recruitment, and support performance management. Experience in supervising teams and succession planning is essential.

**Job Type:** Full-time

**Benefits:** Food provided

**Schedule:** Day shift

**Contact:** 7358110488

**17.Job Title:** Business Development Manager for Recruitment & HR Services

**Company:** Extendo Technologies

**Location:** Madurai, Tamil Nadu (Remote)

**Job Description:**

We are seeking a Business Development Manager to enhance recruitment and HR services. The role involves building client relationships, managing business strategies, and developing

new accounts. Experience in business development with recruitment/HR services and excellent communication skills are required.

**Job Type:** Full-time (Remote/Freelance/Hybrid)

**Pay:** ₹18,000 - ₹30,000 per month

**Schedule:** Day shift

**Email:** anushya.a@extendotech.com / **Contact:** 6381243680

**18.Job Title:** HR Administrator / Supervisor

**Company:** HARITHA AUTOMATION PRIVATE LIMITED

**Location:** Chennai, Tamil Nadu

**Job Description:**

We are seeking an experienced HR Administrator to manage end-to-end HR functions from recruitment to the employee life cycle. Responsibilities include facility management, employee work coordination, office expenses control, front office management, and ensuring compliance with ESI, PF, and other regulations.

**Job Type:** Full-time, Permanent

**Pay:** ₹20,000 - ₹30,000 per month

**Schedule:** Day shift

**Contact:** +91 9841019887

**19.Job Title:** Hospital HR / Manager / Receptionist

**Company:** Zaara Dentistry and Invisalign

**Location:** Chennai, Tamil Nadu

**Job Description:**

We are looking for a full-time HR/Receptionist to manage front desk duties, provide excellent customer service, and assist with HR tasks. The role requires good communication skills in English and Tamil, and proficiency in Microsoft Office.

**Job Type:** Full-time, Permanent

**Pay:** ₹15,000 - ₹20,000 per month

**Schedule:** Day shift, Morning shift

**Benefits:** Health insurance, Paid time off, Provident Fund

**Contact:** +91 9578338800

**20.Job Title:** HR Manager

**Company:** Maatrom HR Solution

**Location:** Chennai District, Tamil Nadu

**Job Description:**

We are hiring an HR Manager to handle employee relations, payroll, benefits, training, and

compliance. Responsibilities include managing I-9 and W4 onboarding, performance appraisals, benefits, visa documentation, and HR software usage (e.g., Ceipal, OnBlick). Must have 2+ years of experience in HR management, preferably in IT services.

**Job Type:** Full-time

**Pay:** ₹30,000 - ₹40,000 per month

**Schedule:** Day shift, Morning shift

**Email:** [hr7maatromsolution@gmail.com](mailto:hr7maatromsolution@gmail.com) **Contact:** 9962885534

**21.Job Title:** Executive Assistant to Managing Director

**Company:** Ciel HR

**Location:** Tuticorin, Tamil Nadu

**Job Description:**

We are seeking an Executive Assistant to support the Managing Director. Key responsibilities include attending meetings, taking minutes, handling phone calls, conducting research, preparing reports/presentations, managing the calendar, and organizing meetings and travel arrangements. Strong organizational and communication skills, proficiency in Microsoft Office, and 2-5 years of experience in an executive or admin role required.

**Job Type:** Full-time, Fresher

**Pay:** ₹15,000 - ₹20,000 per month

**Schedule:** Day shift

**Email:** [sethuraman.s@cielhr.com](mailto:sethuraman.s@cielhr.com), **Contact:** 9047098030

**22.Job Title:** Recruiter/Admin

**Company:** EITB Global Infosolutions

**Location:** Chennai, Tamil Nadu

**Job Description:**

We are seeking a Talent Acquisition Recruiter to manage the end-to-end recruitment process. Responsibilities include sourcing, screening, conducting interviews, and collaborating with technical teams. Expertise in IT recruitment, negotiation, and strong organizational skills are required. Must be proactive and maintain confidentiality.

**Job Type:** Full-time

**Pay:** Up to ₹20,000 per month

**Schedule:** Day shift, Monday to Friday, Weekend availability

**Email:** [hrindia@elephantintheboardroom.co.in](mailto:hrindia@elephantintheboardroom.co.in)

**23.Job Title:** Human Resources Executive

**Company:** Tridots Tech

**Location:** Kundrathur, Chennai, Tamil Nadu



**Job Description:**

As an HR Executive, you will manage recruitment, employee relations, performance management, and HR compliance. Responsibilities include onboarding, conflict resolution, benefits administration, and training needs identification. Strong communication and organizational skills required, along with HRIS/HRMS experience.

**Job Type:** Full-time

**Pay:** ₹15,000 - ₹17,000 per month

**Schedule:** Day shift

**Email:** [jobs@tridotstech.com](mailto:jobs@tridotstech.com)

**24.Job Title:** Client Recruitment Process Manager

**Company:** Logix Incorporation

**Location:** Chennai, Tamil Nadu

**Job Description:**

Manage client recruitment process and oversee a team of 80-100 members. Develop and maintain strong client relationships, coordinate recruitment strategies, and ensure timely placements. Lead, mentor, and train recruitment professionals while ensuring process optimization. Handle market research, administrative reporting, and compliance.

**Job Type:** Full-time

**Working Hours:** 9.5 hours/day, 6 days/week

**Salary:** To be discussed

**Email:** kabirhaldar4444@gmail.com / **WhatsApp:** 9007262722

**25.Job Title:** Payroll and Onboarding Executive (US Process)

**Company:** Maatrom HR Services

**Location:** Saligramam, Chennai (WFO)

**Job Description:**

Manage payroll, employee relations, benefits, and training. Oversee employee onboarding (I-9, W4), performance appraisals, and timesheet/leave management. Handle compliance (H1, I-9s, LCAs) and visa documentation. Coordinate with attorneys, and manage HR software (Ceipal, OnBlick). Review and update HR policies and documents.

**Requirements:**

2+ years in IT services HR, with HR degree (Master's preferred). Strong communication skills.

**Email:** yaswanth@maatromhrservices.com / **Contact:** 8939830742

