

1. WE ARE HIRING FOR THE FOLLOWING POSITIONS FOR OUR EXPORT FACTORY AT MADURAI.

Position-welfare officer

Number of Vaccancy -02

Educational Qualification - MSW/MBA -HR

Experience -Minimum 3 years in relevant field.

Position- Recruitment Officer

Number of vaccancy-02

Educational qualification: Any

Experience: Minimum 3 years experience in the relevant field

*Contact 99442 86487

2. Urgently Required ACCOUNTS OFFICERS for Reputed Textile industry located near Pollachi Coimbatore District Tamil Nadu.

Qualifications - Mcom/Bcom with minimum 3 years experience in Accounts/Office Administration.

Candidates from Coimbatore , Pollachi , Tirupur area preferred

Suitable candidates share resumes through what's app to below factory management what's app number – 7373848410

3. Urgent Hiring for- HR RECRUITER - Industrial

SALARY: As per company standards

Exp : 1+ year

LOCATION : Bangalore

Qualification:- 2ndpuc or degree

Share your updated resume : 8884120235

4. Job Title: Executive/Sr. Executive HR for Factory

Work Location: SRIBAL FAB TECH Pvt Ltd . Survey No.: 110/10, Kumbalagodu Village, Kengeri Hobli, Bengaluru South Taluk, Bengaluru - 560074

Reports to: HR Manager

Working Days: Monday to Saturday

Working Hours: 9.00 am to 6.00 pm

Key Responsibilities:

1. Attendance Management:

- o Accurately record and track daily attendance of all employees (including punctuality, leaves, overtime, etc.).
- o Monitor and update attendance records in manual systems.
- o Ensure that employee attendance data is regularly updated and verified.

2. Employee Relations:

- o Address and resolve employee grievances and conflicts in a timely and professional manner.
- o Foster a positive working environment through engagement initiatives.
- o Promote employee well-being, safety, and adherence to workplace standards.
- o Conduct employee surveys to gauge satisfaction and implement improvements as necessary.

3. Compliance and Documentation:

- o Ensure compliance with labor laws, health and safety regulations, and other legal requirements.
- o Maintain employee records and HR documentation in accordance with company policies and legal standards.
- o Ensure compliance with all statutory requirements such as Provident Fund (PF), Employee State Insurance (ESI), Gratuity, Bonus, and other employee-related legislations.
- o Regularly review changes in labor laws and statutory regulations to ensure the company is up-to-date.
- o Ensure timely and accurate submission of all statutory returns, reports, and filings (e.g., PF, ESI, Professional Tax, and others).
- o Monitor and maintain records to ensure statutory contributions are made accurately and on time.

4. Health and Safety:

- o Partner with the safety team to ensure adherence to health and safety standards.

- o Address workplace safety concerns and assist with safety training programs.
- o Investigate accidents and implement corrective actions to prevent future occurrences.

Qualifications:

- Education: MSW/MBA
- Experience: Minimum of 3-5 years of experience in HR, with at least 2 years in a manufacturing or factory environment.
- Language: Kannada, English and Hindi
- Skills:
 - o Strong understanding of HR policies, procedures, and labor laws.
 - o Ability to handle multiple tasks and work under pressure.
 - o Excellent communication skills, both written and verbal.
 - o Knowledge of factory or industrial environments and safety practices.
 - o In-depth knowledge of Indian labor laws (or applicable country-specific regulations) including PF, ESI, Gratuity, Bonus, and other employee welfare schemes.

5. We are urgently looking for :-

Import & Export – Assistant

Experience: Fresher MBA (Supply Chain Management)

Salary: 22K

PD – Merchant

Able to understand product development procedure UK buyers.

Experience of atleast 4 Years

Salary upto 35K

Job Location: A-55 Okhla Phase II New Delhi

Share your resume at jobs@paramountproducts.in

6. Hiring!!!!

Front office executive (Female Candidates)-MNC Experience.

Exp: 1-3 yrs

Salary :Upto 4 LPA.

Location: Vadapalani, Chennai.

Excellent communication skills.

Any degree

Pleasant looking

Ms office

Interested candidates can send their updated CV to 7010252926.

7. Hiring HR Recruiter/IT

Location: Hyderabad

Experience: 3 to 5 years

Salary: 4.8 LPA to 5 LPA

Notice Period: Immediate joiner

Work Mode: WFO

Mail resume to jayasri@sparklinebs.com

8. Opening For HR Recruiter Manufacturing @ UMS Group of Companies Cbe

[G D Naidu Charities](#)

3.8

89 Reviews



2 - 7 years

Not Disclosed

[Coimbatore](#)

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Posted: Just now Openings: 1 Applicants: Less than 10

SavedApply



Opening For HR Recruiter Manufacturing @ UMS Group of Companies Cbe

[G D Naidu Charities](#)

3.8

89 Reviews

Send me jobs like this

Apply

Job highlights

- Job Role : HR Recruiter (Manufacturing) - Male
- Note Only Local Candidates Preferred
- Experience : Min 2 Years to Max 8 Years
- Having experience in Non-IT Recruitment

Job match score

Early Applicant

Keyskills

Location

Work Experience

Job description

Job Role : HR Recruiter (Manufacturing) - Male

Qualification : MBA HR / MSW HR

Experience : Min 2 Years to Max 8 Years

Salary : As Per Market Standards

Notice Period : Max 15 Days

Location : Anna Silai, Coimbatore

Job Description

- Design and update job descriptions

- **Having experience in Non-IT Recruitment**
- Excellent Communication Skill is Mandatory
- Source potential candidates from various online channels (e.g. social media, Naukri, Indeed, etc.)
- Craft recruiting emails to attract passive candidates
- Screen incoming resumes and application forms
- Prepare and distribute assignments and numerical, language and logical reasoning tests
- Advertise job openings on company's careers page, social media, job boards and internally
- Provide shortlists of qualified candidates to hiring managers
- Send job offer emails and answer queries about compensation and benefits
- Participate in job fairs and host in-house recruitment events
- Collaborate with managers to identify future hiring needs
- Act as a consultant to new hires and help them on-board

Note Only Local Candidates Preferred

If you are interested kindly share your updated resume to jobs@gdnc.in

Contact Person: Kavitha S (Human Resource)

Contact **87540 33337**

9. HR - Recruiter

[Jobixio India](#)



0 - 1 years

1.5-3.5 Lacs P.A.

[Chennai](#)

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Posted: Just now Openings: 5 Applicants: Less than 10

Saved Apply



HR - Recruiter

[Jobixio India](#)

Send me jobs like this

Apply

Job match score

Early Applicant

Keyskills

Location

Work Experience

Job description

We are hiring! HR-Recruiter

Internship Experience : 3 to 6 months

Experience: 3 months to 1 year

Salary: Best in industry + Incentives

Location: Chennai (OMR)

Shift: Day Shift

Required Candidate profile

Only Female candidates - can apply

Excellent communication skill

Immediate joiners preferred

Interested candidates reach @

Hemaltha HR -7200053787 / Thirsha HR -7200176823

10.Casagrand Hiring HR Recruiter

[Casagrand](#)

3.9

[526 Reviews](#)



2 - 4 years

3-4.5 Lacs P.A.

[Chennai](#)

Time and Venue

19th December - 20th December , 9.30 AM - 3.30 PM

CASAGRAN: 111, NPL Devi Building, Thiruvanmiyur, Chennai -41 Landmark: Near Sathya Showroom.

Contact - Bhawana (7397726670)

Send me jobs like this

Posted: Just now Openings: 5 Applicants: Less than 10

Saved I am interested



Casagrاند Hiring HR Recruiter

[Casagrاند](#)

3.9

[526 Reviews](#)

Send me jobs like this

I am interested

Job highlights

- Preferred candidate profile
- Immediate Joiner preferred
- Min 2+ Years experience in Recruitment
- Hands on Experience in Real Estate Recruitment will be added Advantage

Job match score

Early Applicant

Keyskills

Location

Work Experience

Job description

Role & responsibilities

- Understanding the hiring requirements of hiring managers.
- Attracting candidates through various channels like social media and professional networks.
- Reviewing resumes and screening candidates.
- Scheduling interviews by coordinating with candidates and hiring managers.
- Negotiating job offers and compensation packages with candidates.
- Staying updated about hiring trends and best practices.

Preferred candidate profile

- Min 2+ Years experience in Recruitment.
- Hands on Experience in Real Estate Recruitment will be added Advantage.
- Immediate Joiner preferred

Interested candidates are requested to attend the interview at
CASAGRAND:
111, NPL Devi Building, 2nd Floor, Thiruvanmiyur, Chennai -41
Landmark: Near Sathya Showroom.

11.HR Recruiter(Regional HR Manager) - Male Only - Chennai, Vellore, [Muthoot Finance](#)

3.6

[4743 Reviews](#)



3 - 6 years

3.5-4.5 Lacs P.A.

[Chennai](#), [Vellore](#), [Erode](#)

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Posted: Few Hours Ago Openings: 3 Applicants: 10

Saved Apply



HR Recruiter(Regional HR Manager) - Male Only - Chennai, Vellore, [Muthoot Finance](#)

3.6

[4743 Reviews](#)

Send me jobs like this

Apply

Job highlights

- Should be full time Graduate

- Proven work experience as a Talent Acquisition Specialist or similar role

Job match score

Early Applicant

Keyskills

Location

Work Experience

Job description

Duties and Responsibilities:

- Designing and executing recruiting strategies to attract, evaluate and hire qualified candidates.
- Proactively identifying and addressing hiring needs.
- Evaluating and refining sourcing and selection procedures.
- Maintain talent pipelines with potential candidates and past applicants for future staffing needs
- Bulk / Mass Hiring Expert
- Maintain Attrition
- Employee Engagement
- Operations
- Training and Development

Skill Requirement and Qualification:

- Proven work experience as a Talent Acquisition Specialist or similar role
- Familiarity with social media, resume databases and professional networks
- Excellent verbal and written communication skills
- A keen understanding of the differences between various roles within organizations
- Should be full time Graduate

Male Candidate only If you interested please contact - **Kannan Zonal HR - 9751789789** (WhatsApp) or send your resume to hrzotnn@muthootgroup.com

12. Hr Executive And Generalist

[Synthesis Healthsoft Services and Solutions LLP](#)

3.5

58 Reviews

SYNTHESIS, HEALTHSOFT
SERVICES & SOLUTIONS LLP

2 - 3 years

Not Disclosed

[Chennai\(Kottivakkam \)](#)

Send me jobs like this

Posted: Few Hours Ago Openings: 1 Applicants: 15

Saved Apply

Hr Executive And Generalist

[Synthesis Healthsoft Services and Solutions LLP](#)

3.5

58 Reviews

[Send me jobs like this](#)

Apply

Job highlights

- Qualifications and Skills: . Bachelors degree in Human Resources,Business Administration,or a related field
- Proven experience as an HR Recruiter,with specific experience in BPO healthcare recruitment preferred
- Job Summary: 2- 3 Years of Experience "BPO or Healthcare Hiring Experience"

Job match score

Early Applicant

Keyskills

Location

Work Experience

Job description

Job Title: HR Generalist & Recruitment- BPO Healthcare

Job Summary: 2- 3 Years of Experience "BPO or Healthcare Hiring Experience"

As an HR Recruitment & Generalist for BPO Healthcare, you will be responsible for attracting, sourcing, and hiring qualified candidates to meet the staffing needs of our healthcare business process outsourcing (BPO) operations. Your role involves collaborating with hiring managers, developing recruitment strategies, and ensuring a seamless recruitment process.

Key Responsibilities:

- **Candidate Sourcing:**

- Utilize various recruitment channels, including online job boards, social media, and professional networks, to identify and attract potential candidates.
- Build and maintain a strong talent pipeline for healthcare BPO positions.

- **Job Advertising:**

- Create compelling job advertisements and post them on relevant platforms to attract suitable candidates.
- Optimize job listings to enhance visibility and attract a diverse pool of applicants.

- **Screening and Assessment:**

- Review resumes and applications to identify candidates who meet the job requirements.
- Conduct initial screening interviews to assess candidates' qualifications, skills, and cultural fit.

- **Collaboration with Hiring Managers:**

- Work closely with hiring managers to understand staffing needs and develop effective recruitment strategies.
- Provide regular updates on the recruitment process and collaborate on candidate selection.

- **Interview Coordination:**

- Schedule and coordinate interviews, ensuring a smooth and positive candidate experience.
- Conduct and/or facilitate interviews in collaboration with hiring managers.

- **Candidate Evaluation:**

- Assess candidates using various evaluation methods, including skills assessments and reference checks.
- Make recommendations to hiring managers based on candidate evaluations.

- **On-boarding Support:**

- Assist in the on-boarding process for new hires, ensuring a smooth transition into the organization.

- **Compliance and Documentation:**

- Ensure compliance with relevant employment laws and company policies.
- Maintain accurate and up-to-date records of candidate information and recruitment activities.

Qualifications and Skills:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Proven experience as an HR Recruiter, with specific experience in BPO healthcare recruitment preferred.
- Familiarity with healthcare industry standards and job requirements.
- Strong interpersonal and communication skills.
- Ability to work in a fast-paced environment and manage multiple priorities.
- Knowledge of relevant employment laws and regulations.

Venue details,

Location: 2nd Floor, Prakash Towers, 141, OMR, Kottivakkam, Near IGP Factory, Chennai, Tamil Nadu 600041.

Mobile Number- +91 9176332863, +91 9789780526,

Mail ID: rsabarinathan@nittanycreative.com, hr@ynthesis.care

Best regards,
HR Team,
Synthesis Health Soft services & solutions

13. IT Recruiter

Bahwan Cyber Tek

[Posted by Bct Consulting](#)

1 - 6 years

1-5 Lacs P.A.

[Chennai](#)

Send me jobs like this

Posted: Few Hours Ago Openings: 1 Applicants: Less than 10

Saved Apply

It Recruiter

Bahwan Cyber Tek

[Posted by Bct Consulting](#)

Send me jobs like this

Apply

Job highlights

- Bachelors degree in human resources,IT,or related field
- Proven experience as an IT Recruiter with exposure of Contract or Contract to Hiring

Job match score

Early Applicant

Keyskills

Location

Work Experience

Job description

Role & responsibilities

- **Proven experience as an IT Recruiter with exposure of Contract or Contract to Hiring**
- Knowledge of IT industry trends, technologies, and roles
- Strong communication and interpersonal skills
- Ability to manage multiple requisitions and candidates simultaneously
- Bachelors degree in human resources, IT, or related field
- Understanding of sourcing strategies and techniques
- Excellent networking and relationship-building skills

If anyone interested, kindly reachout to balaragavendra.m@bct-consulting.com

14. HR Business Partner (HRBP) (Night Shift)

[QBSS Healthcare](#)

4.0

277 Reviews



1 - 3 years

Not Disclosed

[Chennai](#)

Time and Venue

18th December - 20th December , 11.00 AM - 2.00 PM

Firstsource - Elnet Software City Opposite to Thiruvanmiyur Railway station near tidel park Tharamani - 600113

Contact - JOE (9791615499)

Send me jobs like this

Posted: 1 day ago Openings: 1 Applicants: 35

Saved I am interested



HR Business Partner (HRBP) (Night Shift)

[QBSS Healthcare](#)

4.0

[277 Reviews](#)

Send me jobs like this

I am interested

Job highlights

- Experience in HR partnership, talent management, and employee relations; strong communication skills
- Align HR strategies with business goals, manage employee relations, support recruitment and change management
- Night shift HR support and compliance guidance

Job match score

Early Applicant

Keyskills

Location

Work Experience

Job description

Role & responsibilities

- **Strategic HR Partnership:** Collaborate with business leaders to align HR strategies with organizational goals, ensuring the effective implementation of HR initiatives that drive business success.
- **Employee Relations & Performance Management:** Act as a trusted advisor to managers, resolving employee relations issues and providing guidance on performance management, conflict resolution, and discipline.
- **Talent Management & Workforce Planning:** Support recruitment, onboarding, and retention strategies. Work with leaders to identify talent gaps, create succession plans, and ensure workforce optimization.
- **Change Management:** Lead organizational change efforts by supporting employees and management through transitions, adapting HR practices to align with evolving business needs.
- **Compensation & Benefits Guidance:** Advise on compensation structures, salary reviews, and benefits offerings, ensuring alignment with industry standards and company policies.

- **Night Shift HR Support:** Provide HR support for employees working during night shifts, ensuring their engagement, welfare, and adherence to labor regulations. Address specific challenges related to shift work, such as well-being and fatigue management.
- **HR Compliance & Reporting:** Ensure HR practices comply with all relevant laws and regulations. Track key HR metrics and provide data-driven insights to senior leadership for decision-making.

Interested candidates can share the profiles to emmanuel.joachim@qbsshealth.com / Contact - **9791615499 (Joe)**

15. Team Lead Talent Acquisition

CoventIne Digital

[Posted by Coventine Digital](#)



3 - 6 years

Not Disclosed

[Chennai](#)

Time and Venue

20th December , 2.30 PM - 5.00 PM

MODE : Virtual

Contact - Harshitha 09108049656 ,6238126648

Send me jobs like this

Posted: 1 day ago Openings: 3 Applicants: 50

Saved I am interested



Team Lead Talent Acquisition

CoventIne Digital

[Posted by Coventine Digital](#)

Send me jobs like this

I am interested

Job match score

Early Applicant

Keyskills

Location

Work Experience

Job description

Key Responsibilities:

- Responsible for full life cycle recruiting including direct sourcing activities, preliminary phone interviewing, and negotiation of compensation packages.
- Recruiting through Internet job portals combined with utilizing existing candidate relationships and referrals, along with various Internet sourcing techniques.
- Screening candidates based on resource manager s job description, relevant knowledge and experience for required skill sets, functional skills and communication skills.
- Regular follow up with the candidate from first Contact till the offer letter to the candidate.
- Coordinate salary expectations, counter offers, benefits and interviews.
- Reference checking for candidates to ensure their authenticity and relevance.
- Negotiate and manage vendor relationships for contractual and permanent staffing.
- Established tracking systems resume submission and follow-up.
- End-to-end recruitment & Computer skills (Word, Excel, Internet etc)
- Work experience as an HR Analyst or similar role
- handled the Team of 4+ members and worked for C2H Req Mandator
- Mandatory of TCS client experience and no gap.
- Should be available to travel to meet client
- Good in Communication and email writing capabilities.

Education & Experience

- 3+ years of experience in recruitment or talent acquisition
- Minimum 1 year exp as Team lead / Assistant manager on papers.
- Strong leadership, communication, and organizational skills
- Demonstrated ability to manage staff and drive results
- Excellent problem-solving and decision-making skills
- Experience in inventory management and facilities maintenance
- Knowledge of relevant laws and regulations, including employment and health and safety laws
- Proficiency in Microsoft Office Suite and other relevant software applications.

16. HR Recruiter(Non-IT)

[JRK Research](#)

3.6

[43 Reviews](#)



3 - 6 years

2-3.5 Lacs P.A.

[Chennai\(Abhiramapuram \)](#)

Send me jobs like this

Posted: 1 day ago Openings: 2 Applicants: 10

Saved Apply



HR Recruiter(Non-IT)

[JRK Research](#)

3.6

43 Reviews

Send me jobs like this

Apply

Job highlights

- . Any Graduate .
- Conduct initial telephonic interviews to assess candidates qualifications, experience, and cultural fit

Job match score

Early Applicant

Key skills

Location

Work Experience

Job description

Dr. JRK's Research and Pharmaceuticals Pvt Ltd, a pioneering pharmaceutical company specialising in evidence-based research and innovative healthcare solutions, is seeking a dynamic HR Executive to join our team. The ideal candidate will be critical in recruiting top talent for our marketing team, contributing to our growth and success in the pharmaceutical industry.

Position: HR Executive

Job Location: Abiramapuram, Chennai

Responsibilities:

1. Collaborate with zonal heads and hiring managers to understand marketing team requirements and define job roles.
2. Manage end-to-end recruitment processes, including sourcing, screening, shortlisting candidates, offering, joining and documentation.
3. Post job advertisements across relevant job portals and professional networks to attract suitable talent.
4. Conduct initial telephonic interviews to assess candidates qualifications, experience, and cultural fit.
5. Coordinate and schedule interviews with hiring managers.
6. Maintain and update candidate records in the recruitment database.
7. Ensure timely communication and feedback to candidates throughout the recruitment process.
8. Assist in onboarding selected candidates, ensuring a smooth organizational transition.
9. Prepare the employees folder with proper documentation
10. Coordinate with the hiring managers for induction and ensure necessary supplies are made to start the job for newly hired staff.

Desired Candidate Profile

- Any Graduate

Perks and Benefits

Bonus

Medical Insurance

Other Allowance

Contact – 9094200201

17. Openings For HR Recruiter

[INFINX](#)

3.6

[1074 Reviews](#)

INFINX

2 - 7 years

Not Disclosed

[Madurai](#)

Time and Venue

24 December - 28 December , 11.00 AM - 5.30 PM

Infinx Services Pvt, Ltd, Building No,11, 12 Elcot IT building, Vadapalanji, Madurai-625021]

Contact - Manjunath Biradar (08187007963)

Send me jobs like this

Posted: 1 day ago Openings: 10 Applicants: 24

Saved I am interested

INFINX

Openings For HR Recruiter

[INFINX](#)

3.6

[1074 Reviews](#)

Send me jobs like this

I am interested

Job highlights

- Required Skills & Qualifications: . Bachelors degree in Human Resources, Business Administration, or related field (or equivalent work experience)
- Ensure a positive candidate experience by providing timely feedback and communication throughout the process
- Proven experience (typically 2-5 years) in talent acquisition, recruitment, or a related HR field

Job match score

Early Applicant

Keyskills

Location

Work Experience

Job description

Job Description: Talent Acquisition Recruiter

Position Title: Talent Acquisition Recruiter

Department: Human Resources

Reports to: Talent Acquisition Manager / HR Manager

Location: [Madurai]

Position Overview:

The Talent Acquisition Recruiter is responsible for managing the full recruitment lifecycle, from sourcing and attracting top talent to interviewing and hiring candidates for open positions. The recruiter works closely with hiring managers to understand staffing needs, develop effective recruitment strategies, and ensure the best candidates are selected for the roles. The ideal candidate will have strong communication, organizational, and interpersonal skills to engage with a diverse candidate pool.

Key Responsibilities:

Recruitment & Sourcing:

Develop and implement effective sourcing strategies to attract high-quality candidates across various job boards, social media, and professional networks.

Use a variety of recruitment tools such as LinkedIn, job boards, referrals, and company career pages to identify and source candidates.

Create and post job advertisements for current and future openings.

Conduct resume reviews and pre-screen candidates to assess qualifications.

Candidate Engagement & Screening:

Conduct initial phone screens and interviews to evaluate candidates qualifications, skills, and cultural fit.

Manage the candidate pipeline and keep candidates engaged throughout the hiring process.

Coordinate with hiring managers to ensure alignment on candidate selection and job requirements.

Collaboration with Hiring Managers:

Partner with hiring managers to understand job requirements, team dynamics, and specific skills needed for each role.

Offer advice and support to hiring managers on the hiring process, interview techniques, and assessment methods.

Provide regular updates to hiring managers on candidate status and interview feedback.

Interview Coordination:

Schedule interviews and communicate with candidates regarding interview logistics.

Ensure a positive candidate experience by providing timely feedback and communication throughout the process.

Offer & Onboarding:

Assist with the creation of job offers, salary negotiations, and employment terms.

Guide candidates through the onboarding process, ensuring a smooth transition into the company.

Market Research & Reporting:

Stay informed of current trends in recruitment and the talent market.

Provide regular reports and analytics on hiring progress, pipeline status, and sourcing effectiveness.

Recommend improvements to the recruitment process based on feedback and results.

Employer Branding:

Promote the company's culture, values, and career opportunities to attract top talent.

Represent the company at career fairs, networking events, and other recruitment-related activities.

Compliance & Documentation:

Ensure recruitment processes comply with all relevant labor laws and company policies.

Maintain accurate and up-to-date records of candidate interactions, interviews, and hiring decisions.

Required Skills & Qualifications:

Bachelors degree in Human Resources, Business Administration, or related field (or equivalent work experience).

Proven experience (typically 2-5 years) in talent acquisition, recruitment, or a related HR field.

Strong communication skills (verbal and written) to interact with candidates and hiring managers.

Familiarity with applicant tracking systems (ATS) and recruitment tools.

Excellent organizational and time-management skills.

Ability to manage multiple priorities and work in a fast-paced environment.

Strong interpersonal skills with the ability to build relationships with diverse candidates.

Knowledge of labor laws and compliance regulations in recruitment.
A results-driven mindset with a focus on achieving hiring goals and targets.
Preferred Qualifications:

Full-time position
Office-based

Interested candidate can share their resume to this email id :
(manohar.ramagalla@infinx.com/Manjunath@infinx.com)

Interested candidates are invited to walk in directly for an interview at the above location.
Please bring your updated resume, and Adhaar Pan, Education document . For more information, you can reach out to us at (8187007963/Manjunath@infinx.com)

Interview Details:

Date: [18-12-2024 to 20-12-2024] Then (23-12-2024 to 27-12-2024)

Time: [11 AM]

Location: [Infinx Services Pvt, Ltd, Building No,11, 12 Elcot IT building, Vadapalanji, Madurai-625021]

Please confirm your availability for the interview by replying to this email. if you have any questions or require rescheduling Details, feel free to reach out to us at [8187007963/Manjunath@infinx.com].

Best Regards,

Manjunath Biradar.

8187007963

18. Datamark BPO Service - Opening For Recruiter Voice - Chennai

[Datamark Bpo Service](#)

3.7

[381 Reviews](#)



3 - 5 years

Not Disclosed

[Ambattur](#)

Send me jobs like this

Posted: 1 day ago Openings: 1 Applicants: Less than 10

Saved Apply

DATAMARK
BPO SERVICE LLP

Datamark BPO Service - Opening For Recruiter Voice - Chennai

[Datamark Bpo Service](#)

3.7

381 Reviews

Send me jobs like this

Apply

Job highlights

- Minimum Qualifications: . Education Requirement: Bachelors degree preferred
- Sourcing the right profiles matching the requirement
- Field Experience: Overall, 3-5 yrs
- experience in recruitment field of which at least 1- 2 years of experience in the international voice process hiring is mandatory

Job match score

Early Applicant

Keyskills

Location

Work Experience

Job description

Greetings from Datamark !!!

Opening for Recruiter Voice - Chennai (Ambattur)

Primary Responsibilities:

- Responsible for site hourly employee full-cycle recruiting efforts, to include Processing of staffing requisitions, posts positions on job boards, reviews resumes/applications to initially assess candidate qualifications, schedules and coordinates interviews, conducts interviews, evaluates applicants for overall job fit, and ensures effective on-boarding of new employees
- Process all background checks / drug tests for new hires.

- Attend recruitment functions such as job fairs and career days.
- Assists in developing site monthly HR metrics presentation.
- Maintains a high level of confidentiality concerning all company matters including, but not limited to, personnel actions, terminations, and organizational plans.
- Perform other duties and special projects as assigned.
- Sourcing the right profiles matching the requirement
- Evaluate and calibrate the communication.

Minimum Qualifications:

- **Education Requirement:**
- Bachelors degree preferred.
- **Field Experience:**
- Overall, 3-5 yrs. experience in recruitment field of which at least 1- 2 years of experience in the international voice process hiring is mandatory.
- Candidate Fluent in English, Hindi

If you are interested , please share your update resume to jagadish.jayavel@datamark.net, contact or WhatsApp at 9500681139

19. HR recruiter(MBA-freshers)

[Teampro Hr & It Services](#)



0 years

Not Disclosed

[Chennai\(Porur \)](#)

Time and Venue

18th December - 27 December , 10.00 AM - 5.30 PM

2nd Floor,Plot No, 61, 2nd St, Karambakkam, Samayapuram Nagar, Porur, Chennai, Tamil Nadu 600116 ([View on map](#))

Contact - Narendharan K (7305428777)

Send me jobs like this

Posted: 1 day ago Openings: 6 Applicants: 43

Saved I am interested

HR recruiter(MBA-freshers)

[Teampro Hr & It Services](#)

Send me jobs like this

I am interested

Job highlights

- Dynamic and results-oriented with strong communication skills
- Source, screen, and select top talent for non-IT functions

Job match score

Early Applicant

Keyskills

Location

Work Experience

Job description

We are seeking a dynamic and results-oriented Non-IT Recruiter to join our team. The ideal candidate will be responsible for sourcing, screening, and selecting top talent across various non-IT functions within the organization.

20. Team Leader HR and Admin - Reputed Manufacturing- Irrungatukottai

[SAI Hr Consultants](#)



12 - 18 years

6-8.5 Lacs P.A.

[Chennai](#)

Send me jobs like this

Posted: 1 day ago Openings: 1 Applicants: 79

Saved Apply



Team Leader HR and Admin - Reputed Manufacturing- Irrungatukottai

Apply

Job highlights

- 12-18 years experience in automotive and manufacturing HR, strong communication skills in English and Tamil
- Manage recruitment, manpower planning, employee engagement, and statutory compliance
- Organize employee welfare programs and timely salary processing

Job match score

Early Applicant

Keyskills

Location

Work Experience

Job description

We are Hiring for a Reputed Plant Head HR for a Reputed Plaastic Injection Molding Component manufacturing in Irrungatukottai Chennai

Minimum 12 Years to 18 Years of Experience who has worked on Automotive and Manufacturing Industries and has good Experience in Handling Stuatory Compliance , Manpower Planning , Recruiting White Collar, Blue Collar and machine Operators, Labour laws, and Energetic and Good Spoken Communication with Good Command in English and Tamil Spoken & written.

Candidate must me from Automotive and Manufacturing Industry near Ponamalle , Thiruvallur and near by location with 12 Years to 18 Years of Experience.

Position objective: To Manage and Achieve Companys Recruitment needs, Learning & Development initiatives, Employee Engagement Programs , Salary & Wages, Staff Welfare and Benefits, Performance Management Systems, HRIS, HR Policies / Systems and Statutory compliance.

KRAs

- Responsible for end to end Companys HR processes and Systems.
- Implement Companys Manpower Management Plan by identifying existing and future vacancies by deploying effective sourcing strategies to achieve 100% manning.
- Contribute to 5 S, Safety, Sethu Kurraiikum Seyalgal (SKS) , Suggestion Scheme and Continuous Improvement activities.
- HR Policies and Maintenance of HR records including maintenance of Personal dossiers of employees.
- Conduct TNA and prepare and implement training calendar. Maintain records as per IATF
- Drive Performance Management System process.
- Timely (last day of the month) preparation and processing of Staff Salaries & Wages.
- Ensure strict compliance of Statutory regulations under various enactments.

Roles & Responsibilities:

MANPOWER MANAGEMENT

1. Prepare Annual Manpower plan in consultation with TL Operations and obtain approval of Director Operations.
2. Identify vacancies to be filled up.
3. Develop / Update JD for all Staff positions.
4. Prepare and update Company Organization Structure

RECRUITMENT

1. Recruitment of Staff & Operators to be carried out as per the Recruitment Policy of the Company.
2. Sourcing of potential candidates through Job Portals, Social Media platforms, Professional groups, Educational and Technical Institutes, Print Media, Referrals, Consultants etc.
3. Screening of candidates as per the JD.
4. Testing / interviewing of candidates.
5. Shortlist and select candidate.
6. Issue Offer letter.

SUGGESTION SCHEME

1. Facilitate the Suggestion Scheme of the company.

2. Coordinate with TLs for giving suggestions and ensure implementation by the department after Management approval.
3. Documentation and Maintenance of Records

ONBOARDING PROCESS

1. Complete joining formalities as per checklist.
2. Issuance of Appointment letter.
3. Prepare Induction Schedule
4. Open and Maintain Personal Dossier.

LEARNING & DEVELOPMENT

1. Conduct TNA for Employees and Staff in line with IATF requirements.
2. Prepare, obtain Management approval and implement Annual Training Calendar.
3. Achieve Targeted Training Manhours.
4. Assess the effectiveness of the Training Programs.

PERFORMANCE MANAGEMENT SYSTEM

1. Drive the PMS process for Employees.
2. Documentation and Maintenance of PMS records.

HR Policy/Systems

1. Document HR Policies.
2. Maintenance of Personal Dossiers of all Employees.
3. Maintenance of HR records
4. Maintain HR MIS

STATUTORY COMPLIANCE

1. ESI/PF/Inspector of Factories
2. Fire License
3. Pollution Control certificate
4. SIMA Co-ordination
5. Payment of Property Tax

SALARY AND WAGES.

1. Preparation, verification and uploading of attendance in Payroll Software.
2. Timely processing of Salaries & Wages statement through Payroll software.

STAFF WELFARE & BENEFITS

1. Organize Founders Day.
2. Birthday Cards / Gifts for Employees.
2. Employee transport operations
3. Canteen operations

OTHERS

1. Co-ordinate with Manpower contractor
2. Security - Verify maintenance of registers and compliance of the Security systems.

Interested candidates can call me at

Thanks and Regards

L Sainath Jayaram

SAI HR CONSULTANTS

DIRECTOR TALENT ACQUISITION

8015088704 sainathjayaram95@gmail.com

21. IT Recruiter || Recruitment Experience Only

[Relevantz Technology Services](#)

4.0

123 Reviews



1 - 4 years

2-5 Lacs P.A.

[Chennai](#)

Time and Venue

18th December - 27 December , 10.00 AM - 5.30 PM

Relevantz Technology Services Pvt. Ltd Chennai One - IT Sez Phase - 2, 3rd Floor, Pallavaram – Thoraipakkam 200 Feet Road, Thoraipakkam, Chennai – 600 097.

Contact - Maheswari Kanthasamy

Send me jobs like this

Posted: 1 day ago Openings: 2 Applicants: 119

Saved I am interested



IT Recruiter || Recruitment Experience Only

[Relevantz Technology Services](#)

4.0

123 Reviews

Send me jobs like this

I am interested

Job match score

Early Applicant

Keyskills

Location

Work Experience

Job description

Hi All,

We have opening for IT recruiter Position with us at Chennai location.

Exp: 6 months to 4 Years

Skillset: IT recruitment

NP: Immediate

Work Mode: WFO

Work Type: Contract (Direct contract)

Interested candidate can share your profile - Maheswari.kanthasamy@relevantz.com

Roles and Responsibilities

- Source top talent through various channels such as job boards, social media, employee referrals, and networking events.
- Screen resumes and conduct initial interviews to identify suitable candidates for open positions.
- Coordinate with hiring managers to understand their requirements and provide them with qualified candidates.
- Manage the recruitment process from sourcing to onboarding new hires.
- Maintain accurate records of candidate interactions, applications, and offers made.

22. HR Executive And Recruiter

[Agira Technologies](#)

3.3

[24 Reviews](#)



0 years

Not Disclosed

[Chennai](#)

Time and Venue

21st December , 11.00 AM - 2.00 PM

Ground Floor, O Square, 36/2B, Mount Poonamallee Rd, Parangi Malai, Chennai, Tamil Nadu 600016

Contact - Adharsh(HR) (7299123003)

Send me jobs like this

Posted: 2 days ago Openings: 1 Applicants: 241

Saved I am interested



Hr Executive And Recruiter

[Agira Technologies](#)

3.3

[24 Reviews](#)

Send me jobs like this

I am interested

Job highlights

- Experience: Freshers
- We are seeking a dynamic and results-driven HR Executive with fresh graduate looking to begin their career in recruiting for IT positions
- The ideal candidate will be responsible for assisting in the recruitment lifecycle, from sourcing to onboarding, ensuring a positive candidate experience and supporting the company's hiring goals

Job match score

Early Applicant

Key skills

Location

Work Experience

Job description

Job Title: HR Executive

Experience: Freshers

Location: Chennai

Employment Type: Full-time

Job Summary

We are seeking a dynamic and results-driven HR Executive with fresh graduate looking to begin their career in recruiting for IT positions. The ideal candidate will be responsible for assisting in the recruitment lifecycle, from sourcing to onboarding, ensuring a positive candidate experience and supporting the company's hiring goals.

Key Roles & Responsibilities

- Source candidates through various Job Portals.
- Screen resumes, conduct initial interviews, and assess the suitability of candidates for technical Roles.
- Build and maintain a talent pipeline for future hiring needs.
- Coordinate and schedule interviews with hiring managers and technical teams.
- Provide timely feedback to both candidates and hiring managers.
- Manage the end-to-end recruitment process, from job posting to candidate onboarding.
- Foster strong relationships with candidates and keep them engaged throughout the hiring process.
- Ensure a positive candidate experience at every stage of recruitment.
- Collaborate with the HR team to ensure smooth onboarding for new hires.
- Assist in updating job descriptions and recruitment-related documentation.

Required Skills

- A keen interest in recruiting for various IT roles (developers, system administrators, IT support, etc.).
- Familiarity with job boards (Naukri, LinkedIn, Indeed) and recruitment tools like ATS (Applicant Tracking System) is a plus.
- Strong communication and interpersonal skills.
- Ability to multitask and manage multiple job openings simultaneously.
- Detail-oriented with excellent organizational skills.

23. HR Recruiter Jobs in Chennai (Female)

ART TECHNOLOGIES

[Posted by ART Technologies](#)



0 - 2 years

1.5-2.25 Lacs P.A.

[Chennai](#)

Send me jobs like this

Posted: 2 days ago Openings: 7 Applicants: 115

SavedApply

Job match score

Early Applicant

Keyskills

Location

Work Experience

Job description

Designation - HR Recruiter

Qualification - Any Degree

Experience - 0 to 2 years

Location - Chennai

Salary - 13,000 to 18,000 INR

Telugu Mandatory

Contact Nisha - 8870342950

Kumar – 9962898796

24. Glauben - IT Recruiter

IT Staffing

[Posted by Glauben Technologies](#)



0 - 2 years

Not Disclosed

[Chennai\(Nandanam \)](#)

Send me jobs like this

Posted: 2 days ago Openings: 5 Applicants: 150

SavedApply



Glauben - IT Recruiter

IT Staffing

[Posted by Glauben Technologies](#)

Send me jobs like this

Apply

Job match score

Early Applicant

Keyskills

Location

Work Experience

Job description

We are pleased to inform you the openings with IT Recruiter and permanent payroll. Please find the job details for your perusal.

Job location: Chennai

Interested candidates please forward your updated profile in Shakthi@glaubentechnology.com in with the below mandatory details for further process:

Candidate Name (as per passport):

Date of Birth (as per passport):

Contact Number:

Email ID:

Current Company:

Overall Experience:

Relevant Experience:

Current CTC:

Expected CTC:

Holding Offers in Hand: If yes, please share the details.

Notice Period:

Currently Service Notice: if yes, please mention last working day in the current company & DOJ as well.

Current Location:

Job Location:

25. On Spot Offer Field Recruiter_Ecommerce Company

Ecommerce Company

[Posted by CIEL HR](#)



0 - 3 years

1-3.5 Lacs P.A.

[Chennai, Thiruvananthapuram, Mumbai \(All Areas\)](#)

Send me jobs like this

Posted: 2 days ago Openings: 10 Applicants: 80

Saved Apply

Job match score

Early Applicant

Key skills

Location

Work Experience

Job description

Urgent requirement for "Field Recruiter"

Location: Bangalore, Mumbai, Pune, Indoor

Package: Upto 3.5 LPA

Freshers are eligible (Only for males)

Exp: 0-3 years

Interested Candidates send your profile to nikhendra.b@cielhr.com or whatsapp 9390207296

27. Job Title: US IT Recruiter (Spot Offer)

Company: Ludo Digi Tech

Location: Chennai, Tamil Nadu

Job Type: Full-time | ₹15,000 - ₹50,000/month

Responsibilities:

- Recruitment & selection of US candidates.
- Manage contracts and ensure legal compliance.
- Handle employee management and documentation.
- Stay updated with US legal policies.

Requirements:

- 1+ years of experience in US IT recruiting.
- Strong knowledge of ATS and compliance.

Interview: Dec 18-20, 2024 | 4 PM

Contact: Mr. Akila (HR) | 8110955571

Location: Behind Kotak Mahindra Bank, Saidapet, Chennai.

28. Job Title: HR Intern**Company:** Daxfo Technology Pvt Ltd**Location:** Chennai, Tamil Nadu**Job Type:** Full-time | ₹7,000 - ₹10,000/month**Responsibilities:**

- Design and implement recruitment strategies.
- Manage end-to-end recruitment processes.
- Screen resumes and schedule interviews.
- Draft and post job descriptions on job boards/social media.

Requirements:

- 0-6 months of experience.
- Strong communication and organizational skills.
- Proficiency in MS Office/Excel.

Benefits: Paid sick leave, PTO, WFH.**Email:** career@daxfo.com**29. Job Title:** HR Recruiter**Company:** MS Techfort**Location:** Valasaravakkam, Chennai, Tamil Nadu**Job Type:** Full-time, Permanent, Fresher | ₹8,086 - ₹20,000/month**Responsibilities:**

- Understand hiring needs and source candidates.
- Screen and shortlist profiles.
- Coordinate interviews and engage candidates.
- Manage offers, data reporting, and compliance.
- Contribute to employer branding.

Requirements:

- Strong communication skills.
- Passion for IT recruitment.
- Fluent in English.

Contact: Monica | 8925811771 | monica.n@vysystems.com

30. Job Title: HR Admin - Hospital
Company: Sri Nanda Impex
Location: T Nagar, Chennai, Tamil Nadu

Job Type: Full-time, Permanent | ₹6,00,000 - ₹7,00,000/year

Responsibilities:

- End-to-end recruitment and onboarding.
- Manage training, development, payroll, attendance, and compliance (PF/ESIC).
- Prepare offer, appointment, and other letters.
- Handle health insurance and employee records.

Requirements:

- 5+ years of HR experience.

Contact: Preethi.S | 73050 57836 (WhatsApp)

31. Job Title: Talent Acquisition Executive
Company: Unique Measurement Service
Location: Chennai, Tamil Nadu

Job Type: Full-time | ₹20,000 - ₹30,000/month

Responsibilities:

- End-to-end recruitment and talent sourcing.
- Develop recruitment strategies and employer branding.
- Manage candidate experience and corporate relations.
- Track recruitment metrics and coordinate with teams.

Requirements:

- MBA/MA in HR with 0-2 years of experience.
- Proficiency in MS Office, strong interpersonal skills, and teamwork.

Contact: Priya S | 99529 25011

32. Job Title: HR Executive
Company: White Mastery Systems
Location: Guindy, Chennai, Tamil Nadu

Job Type: Full-time | Permanent | ₹15,000 - ₹20,000/month

Responsibilities:

- Assist in recruitment, screening, and onboarding.
- Prepare offer letters and manage employee records.
- Handle attendance, leave management, and HR operations.
- Support employee engagement activities and maintain HR reports.

Requirements:

- Bachelor's degree in HR or related field.
- Strong communication and MS Office skills.

Apply at: hr@whitemastery.com

33. Job Title: HR Recruiter

Company: The Velammal International School

Location: Anna Nagar, Chennai, Tamil Nadu

Job Type: Full-time | ₹15,000 - ₹20,000/month

Responsibilities:

- Source and recruit for non-technical roles like HR, Finance, and Operations.
- Screen candidates and manage the hiring process.
- Ensure a positive candidate experience and support onboarding.

Requirements:

- Bachelor's degree in HR or related field.
- 1+ year of recruitment experience preferred.
- Proficiency in English and Tamil.

Apply at: HR 7299087863

