

1.Job Title: HR Senior Consultant (End-to-End Recruitment)

Company: Golden Opportunities Pvt Ltd

Location: Chennai

Experience: 4-8 years

Salary: 1-4.5 Lacs P.A.

Job Description:

We are seeking an experienced HR professional with 4-6 years of experience, ideally in BPO sales or voice processes, to join our dynamic recruitment team. Key responsibilities include sourcing, screening, and interviewing candidates, collaborating with hiring managers, and leveraging job boards and social media for talent acquisition. Immediate joiners with excellent communication and interpersonal skills preferred.

Perks: PF, Medical, Incentives, Hikes, Weekends Off.

walk-in: 23 December - 24 December , 10.00 AM - 4.00 PM

Golden Opportunities Pvt Ltd New no: 6, Old no: 43, V Block, 12th Street, Annanagar, Chennai – 600040.

Contact - Prashanth (9360810536)

2.Job Title: Deputy Industrial Relations Manager

Company: GRT Jewellers - Renewable Power Division

Location: Chennai, Manapparai

Experience: 8-12 years

Salary: 6-9 Lacs P.A.

Job Description:

Oversee industrial relations for renewable power projects, ensuring labor law compliance, resolving disputes, and managing site-level IR activities. Handle statutory requirements, negotiate with authorities/unions, and maintain positive relations across Tamil Nadu, Karnataka, Andhra Pradesh, and Gujarat. Requires 8+ years' IR experience, strong labor law knowledge, excellent negotiation skills, and willingness to travel.

Contact: rphr@grtjewels.com / 9150051618

3.Job Title: HR Assistant

Company: Leeds HR Solutions

Location: Chennai, Ambattur

Experience: 2-7 years

Job Description:

Support recruitment by posting jobs, screening resumes, and scheduling interviews. Coordinate with candidates and hiring managers during the hiring process. Assist in preparing onboarding materials for new hires. Preference for Hindi-speaking candidates.

Walk-in: 6th January - 12th January , 9.30 AM - 5.30 PM

Leeds HR Solutions, Ambattur Chennai

Contact: Priya at 9884830770

4.Job Title: Associate Recruiter

Company: Desicrew Solutions

Location: Chennai, Kumbakonam, Nagapattinam, Thanjavur, Mayiladuthurai, Karaikal

Experience: 1-6 years

Salary: 1.25-5 Lacs P.A.

Job Description:

Handle end-to-end recruitment with strong sourcing and screening skills, preferably in the BPO sector. Coordinate interviews with project managers and ensure a smooth recruitment process. Proficiency in job portals and social media is essential.

Contact: prabhakaranm@desicrew.in / WhatsApp CV to 9655516061

5.Job Title: Office Administrator

Company: Leeds HR Solutions

Location: Ambattur, Chennai

Experience: 2-7 years

Job Description:

Manage phone calls, emails, and meeting coordination. Provide administrative support, assist with HR tasks like onboarding and employee documentation, and handle additional duties as required. Preference for Hindi-speaking candidates.

Walk-in: 6th January - 12th January , 9.30 AM - 5.30 PM

Leeds HR Solutions, Ambattur, Chennai 98

Contact: Priya at 9884830770

6.Job Title: HR Executive

Company: CIEL HR Pearl HR

Location: Thoothukudi

Experience: 0-2 years

Salary: 1-2 Lacs P.A.

Job Description:

Support recruitment by posting job ads, screening resumes, and coordinating onboarding. Address employee inquiries, resolve grievances, and promote engagement. Assist with performance management processes, including reviews and improvement plans. Maintain accurate HR records and foster a positive work environment.

Email: Send your resume to cielhr.pearl@gmail.com

7.Job Title: HR Manager

Company: Creative Hands HR

Location: Puraswalkam, Chennai

Experience: 5-10 years

Salary: 6-8 LPA

Job Description:

Manage recruitment, employee culture, performance, and general HR duties. Oversee talent acquisition, engagement, development, and retention. Support employee lifecycle, facilitate assessments, and coordinate events/workshops for employee engagement. Champion new HR initiatives to improve productivity. Immediate joining or short notice required.

Contact: Devika at 9514266618

8.Job Title: HR Recruiter

Company: Cute Solutions (Pharma Recruitment)

Location: Tiruchirapalli

Experience: 1-3 years

Salary: 1.25-3 LPA

Job Description:

Handle recruitment process, ensuring timely closure of vacancies by screening, interviewing, and following up with candidates. Update data and manage referrals. Must have strong communication skills in English and regional languages, fast typing skills, proficiency in MS

Office Excel, and good interpersonal skills. Recruitment experience preferred. MBA freshers are welcome.

Walk-in: 20th December - 24 December , 10.30 AM - 5.30 PM

PLOT 29, PERIYAR NAGAR , 2ND CROSS, ALIKHAN KULAM ROAD, KHAJAMALI MAIN ROAD, TRICHY. 620021.

Contact: A.M. Rasul - 9843197860

Email: info@cutejobpost.com

9.Job Title: Facility Management - Help Desk

Company: MIOT International

Location: Chennai (Ramapuram)

Experience: 2-7 years

Salary: Not disclosed

Job Description:

Coordinate with floor executives and other departments to manage and resolve facility-related issues. Update complaints and maintain checklists in the system. Ensure timely communication and proper documentation of all tasks.

Interview Schedule:

19th December - 28th December, 9:30 AM - 12:00 PM

Contact: HR - 7299023900

Location: 4/112, Mount Poonamallee Rd, Sathya Nagar, Manapakkam, Chennai

10.Job Title: HR Executive (Female Only)

Company: SBS HR

Location: Royapettah, Chennai, Tamil Nadu

Salary: ₹20,000 - ₹30,000 per month

Job Type: Full-time, Permanent

Shift: Morning shift, Day shift

Job Description:

- Manage end-to-end recruitment, including job postings, interviews, and onboarding.
- Conduct new employee orientations and ensure smooth onboarding.
- Track and evaluate employee performance, provide feedback, and address inefficiencies.
- Maintain attendance and leave records, generate reports.
- Develop and implement HR policies, ensuring compliance with labor laws.
- Foster positive employee relations and address grievances.

Contact:

WhatsApp: 8825687158

Email: jobs@sbshr.com

11.Job Title: Junior HR**Company:** Aanoor Global Corporate Solutions Pvt Ltd**Location:** T Nagar, Chennai, Tamil Nadu**Salary:** ₹12,000 - ₹25,000 per month**Job Type:** Full-time**Shift:** Day shift (9:30 AM - 7:00 PM)**Job Description:**

- Manage end-to-end recruitment and HR operations.
- Source candidates from portals, social media, and referrals.
- Screen resumes, coordinate interviews, and assist with hiring.
- Work on ESI/PF return filings (Training provided for freshers).
- Develop strong communication, analytical, and interpersonal skills.
- Additional HR tasks as needed.

Contact:Email: hr@crediblecs.com

WhatsApp: 7708897421

Contact Person: Deepanya R

12.Job Title: Human Resources Assistant**Company:** Fabhost Web Solutions**Location:** T Nagar, Chennai, Tamil Nadu**Salary:** ₹10,000 - ₹12,000 per month**Job Type:** Full-time**Shift:** Day shift (10 AM - 7 PM)**Job Description:**

- Handle recruitment, basic accounts, finance, digital marketing, and administration tasks.
- Ensure smooth HR operations and support employee onboarding.
- Manage daily HR and administrative duties.
- Fluent in Tamil and good English communication skills required.

Contact:Email: hfabhost@gmail.com

WhatsApp: 9176990190

13.Job Title: HR Executive**Company:** Buildfic Engineering Private Ltd**Location:** Kotturpuram, Chennai, Tamil Nadu**Salary:** ₹25,000 - ₹30,000 per month**Job Type:** Full-time, Permanent**Shift:** Day shift

Job Description:

- Conduct job analysis for engineering and logistics positions.
- Manage recruitment process: sourcing, screening, interviews, and selection.
- Develop and implement an effective onboarding program.
- Oversee HRMS for tracking employee data, performance, payroll.
- Strong verbal communication skills required.

Walk-in Interview:

Date: 20-24 December 2024 Address - No.3, Kottur Garden Link Road, Kotturpuram, Chennai -85

Contact: 9025466764

14.Job Title: HR Recruiter

Company: Info G Solutions

Location: Salem, Tamil Nadu

Salary: ₹12,000 - ₹25,000 per month

Job Type: Full-time (Work from Office)

Shift: Day shift, Monday to Saturday

Job Description:

- Manage end-to-end recruitment: sourcing, screening, and onboarding.
- Develop and maintain talent pipelines for current and future needs.
- Collaborate with hiring managers to tailor recruitment strategies.
- Conduct initial assessments and schedule interviews.
- Ensure a smooth candidate experience and maintain recruitment records.

Requirements:

- Master's degree in HR or related field.
- 1-3 years of experience in IT/ITES/BPO recruitment.
- Fluent in English, Tamil, and Hindi.
- Proficient in recruitment tools and social media platforms.

Apply: Send resume to careers@infogsolution.co.in

Contact: 8946082285

15.Job Title: HR Recruiter

Company: ApplogiQ

Location: Tiruppūr, Tamil Nadu

Salary: ₹1,00,000 per month

Job Type: Full-time, Permanent (Fresher)

Schedule: Fixed shift

Responsibilities:

- Source candidates through job portals, social media, and referrals.
- Conduct initial screenings and schedule interviews.
- Assist in candidate assessments and maintain records in ATS.
- Post job ads, promote employer branding, and support onboarding.
- Track recruitment metrics and assist in offer management.

Requirements:

- Bachelor's degree in HR or related field.
- Excellent communication skills and attention to detail.
- Positive attitude, adaptability, and team player.

Apply: srigokulram.n@applogiq.org

Contact: 9629667621

16.Job Title: HR Admin

Company: YaavarumKelir HR Services

Location: Malumichampatti, Coimbatore, India

Salary: ₹20,000 - ₹25,000 per month

Job Type: Full-time, Permanent

Schedule: Day shift, Morning shift

Responsibilities:

- Manage day-to-day HR operations, including employee records, attendance, and payroll.
- Ensure compliance with company policies and labor laws.
- Handle employee queries and provide HR support.
- Administer benefits such as health insurance and provident fund.

Requirements:

- Any degree with 5+ years of HR administration experience.

Apply: Contact: 8072331760 / 9894491760

17.Job Title: Senior SAP ABAP-HR Consultant

Company: Neumeric Technologies

Location: Remote

Experience: 8+ Years

Job Type: Contract

Responsibilities:

- Develop and maintain SAP ABAP HR modules, focusing on HR-ABAP development.

- Lead HR-related developments and integration with SuccessFactors.
- Implement and manage SAP SuccessFactors integrations with third-party payroll systems or other HR applications.
- Work with cloud-based HR solutions like SuccessFactors.

Requirements:

- 8+ years of experience in SAP ABAP with HR module expertise.
- SuccessFactors implementation experience.

Apply: Reach out at 9100336790 or send your CV to bhavani.boga@ntc-in.com.

18.Job Title: Human Resources Manager

Company: Blessing Women's Wear

Location: Erode, Tamil Nadu

Job Type: Full-time, On-site

Responsibilities:

- Manage end-to-end HR activities for both office and contract staff.
- Build strong relationships with employees across various roles.
- Ensure smooth communication in a multilingual environment (Hindi, English, Tamil).
- Oversee recruitment, employee relations, and workforce management.

Requirements:

- Minimum 3 years of HR management experience.
- Fluent in Hindi, English, and Tamil.
- Strong interpersonal and communication skills.

Apply: Contact at +91 8610186580 or marketing@bwwear.com.

19.Job Title: Human Resources Intern

Company: CEI DESIGN CONSULTANCY PVT LTD

Location: Remote

Job Type: Internship (Paid)

Responsibilities:

- Assist in recruitment, sourcing, and screening candidates.
- Participate in onboarding and employee engagement initiatives.
- Handle administrative tasks related to HR operations.
- Collaborate on HR projects and complete tasks.
- Attend live training sessions and apply HR knowledge.

Requirements:

- Pursuing UG/PG qualifications.
- Strong communication and interpersonal skills.
- Ability to work independently in a remote setup.

Stipend: ₹5,000 after completion (based on performance).

Apply: Send resume to janhavigupta012@gmail.com.

20.Job Title: Human Resources Manager

Company: Gateway Search

Location: Chennai, Tamil Nadu, India (Oragodam)

Job Type: Full-time

Responsibilities:

- Lead HR operations in greenfield and brownfield projects.
- Oversee people management in manufacturing environments.
- Provide organizational and planning support for HR functions.
- Collaborate with Senior Management for strategic HR decisions.
- Ensure compliance with local labor legislation.

Requirements:

- 10+ years of HR experience, with 5+ years in manufacturing.
- Strong communication, leadership, and interpersonal skills.
- HR management degree or equivalent.

Apply: Send resume to ankita.srivastava@gateway-search.com.

21.Job Title: Human Resources Executive

Company: Accupayd Tech Pvt Ltd

Location: Chennai, Tamil Nadu, India

Job Type: Full-time, On-site

Responsibilities:

- Oversee HR management, operations, and employee relations.
- Implement HR policies and ensure compliance with HR practices.
- Manage employee-related issues and improve workplace culture.
- Support recruitment and onboarding processes.

Requirements:

- 3-5 years of HR experience.
- Strong knowledge of HR operations and policies.
- Excellent communication and interpersonal skills.
- Bachelor's degree in HR or related field; HR certification preferred.

- **Apply:** vinod@accupaydtech.com / +91 9176678771.

22.Job Title: Senior IT Recruiter / Technical Recruiter

Company: callcenterjob.co.in

Location: Chennai, Tamil Nadu (also Navi Mumbai, Pune)

Job Type: Full-time

Responsibilities:

- Handle bulk hiring and recruitment drives.
- Utilize ATS for candidate tracking.
- Source candidates effectively for IT roles.
- Manage stakeholder relationships efficiently.
- Strong communication and interpersonal skills.

Requirements:

- Proven experience in IT recruitment.
- Immediate joiners preferred.
- Interested candidates to share updated resume with experience, current CTC, expected CTC, and notice period.

Apply: WhatsApp +91-8340559689.

23.Job Title: HR Executive (Female)

Company: HFG Entertainments Private Limited

Location: Perungalathur, Tamil Nadu

Job Type: Full-time, Permanent

Responsibilities:

- End-to-end recruitment process, including sourcing, screening, and conducting interviews.
- Employee onboarding and joining formalities.
- Organize training programs and employee engagement activities.
- Manage attendance and payroll, maintain recruitment tracker and employee database.
- Ensure statutory compliance and handle exit formalities.

Requirements:

- 1+ year of experience in HR.
- Proficiency in MS Office and HRMS.
- Strong communication, problem-solving, and interpersonal skills.
- Master's degree required.
- Willing to relocate to Perungalathur, Chennai.

Pay: ₹20,000 - ₹40,000/month

Benefits: Health insurance, Provident Fund

Contact: sriraghavendra.kanniyappan@hfgentertainments.com / 8667710407

24.Job Title: Recruiter (RPO Experience) - Contract Position

Company: Saisystems Technology

Location: Hybrid (Client Office 3 days/week, Chennai Office 2 days/week)

Contract Duration: 3 months (possible extension)

Responsibilities:

- Manage end-to-end recruitment for various roles, including sourcing, screening, and interviewing.
- Partner with hiring managers to define job specifications.
- Use sourcing tools (LinkedIn, Naukri, ATS) to attract talent.
- Conduct interviews, assess candidates' fit, and provide feedback.
- Maintain recruitment pipelines and ensure client satisfaction.

Requirements:

- 4+ years of recruitment experience, with RPO focus.
- Proficient in candidate sourcing and recruitment tools.
- Strong communication and multitasking skills.
- Experience working in hybrid models.
- HR/recruitment certification (optional).

Contact: skamalapathi@health.saisystems.com | P. Saikrishna, 9342077692

25.Job Title: HR Executive

Company: ETIQU

Location: Madurai, Tamil Nadu

Salary: ₹1,50,000 - ₹2,00,000 per year

Job Type: Full-time (Work from Office)

Responsibilities:

- Develop and implement HR strategies aligned with business goals.
- Address employee grievances and foster good employee relations.
- Manage recruitment and selection processes.
- Promote a positive work environment and nurture human capital.
- Monitor training programs and ensure compliance with legal HR practices.

Requirements:

- MBA in HR (Freshers, 2023/2024 batch).
- Strong communication, flexible, and hardworking.

- Age: 21-23 years.

Contact: Call/WhatsApp Vaishnavi at 9786000210 for appointment.

26.Job Title: Admin Coordinator
Company: Vidvedaa Airports Pvt Ltd
Location: Guindy, Chennai, Tamil Nadu
Salary: ₹12,000 - ₹15,000 per month
Job Type: Full-time (Fresher)
Shift: Rotational shift

Responsibilities:

- Support the admin team in providing biometric access for visitors.
- Assist in administrative tasks and terminal floor visits.
- Proficient in Microsoft Excel and MS Office.
- Ensure smooth administrative operations at the Chennai Airport.

Requirements:

- Any graduate (2023-2024).
- Male candidates preferred.
- Prior experience at Chennai Airport is a plus.

Contact: HR at 9840433395 or email hrrecruit.airportretail@vidvedaa.com.

27.Job Title: HR & Accounts Executive
Company: Quest Certification Private Ltd
Location: Guindy, Chennai, Tamil Nadu
Salary: ₹12,000 - ₹15,000 per month
Job Type: Full-time
Shift: Day shift

Responsibilities:

- Bookkeeping and record-keeping, invoice processing, and payment follow-ups.
- Bank reconciliation, financial reporting, and tax compliance.
- Expense management and accounts analysis.
- Accounts payable and receivable management.
- Recruitment, staffing, and employee records management.

Requirements:

- Any degree, fresher/experienced candidates.
- Tally certification preferred.
- English proficiency.
- **Contact:** 9941182838.

