

1. Company: Domnic Lewis International

Job Title: HR Recruiter (Remote)

Location: Bangalore & Pune

Experience: 2–4 Years

Education: BCA, BSc (Computers/IT), MSc, BE, B Tech, M Tech (Mandatory)

Job Description:

We seek a skilled HR Recruiter with experience in EPC, Oil, and Gas industries. This remote role involves sourcing, screening, and hiring top talent. Travel to client locations may be required.

Apply: Send resumes to mohini.s@domniclewis.com or call 8591577217.

Visit: www.domniclewis.com.

2. Company: Antal International

Job Title: HR Administrative Support (US Process)

Location: Chennai (On-site, 5 days)

Experience: 3–6 Years

Notice Period: Immediate/Less than 15 Days

Job Description:

Seeking HR Administrative Support to manage new hire orientations, I-9 compliance, employee documentation, and assist with audits and HR projects. Proficiency in Paychex, Bullhorn, and MS Office required.

Apply: Send resumes to pooja.menon@antal.com.

3. Company: TNCD (Town and City Developers)

Job Title: Human Resources Director

Location: Coimbatore, Tamil Nadu

Salary: ₹1.2M–₹1.5M/yr

Job Type: Full-time, On-site

Job Description:

Seeking an experienced HR Director to lead HR strategies, talent acquisition, performance management, and employee engagement. Key focus areas include compensation, learning programs, and compliance. Requires 20+ years' HR experience with strong leadership and decision-making skills.

Apply: Send resumes to Sindhu.c@townandcitydevelopers.com.

4. Company: Techvolt Software

Job Title: Human Resources Intern

Location: Coimbatore, Tamil Nadu

Job Type: On-site, Internship (1–3 Months)

Job Description:

Techvolt Software Pvt. Ltd. is hiring HR Interns with skills in recruitment, onboarding, HR policies, and employee relations. Freshers and students (MBA, MSW, BBA) with strong communication and organizational skills are welcome to apply.

Apply: Send resumes to dhanuja@techvoltcoimbatore.com.

5. Company: DECELER

Job Title: Admin Assistant (Preferable Female)

Location: Chennai, Tamil Nadu

Salary: ₹8,000–₹12,000/month

Job Type: Full-time, On-site

Job Description:

Deceler Vibrotek Controls Pvt. Ltd. is hiring an Admin Assistant to handle administrative tasks, file and record maintenance, material purchasing, and office upkeep.

Apply: Contact Santosh (HR Manager) at **9994180599** or email **hr@deceler.in**.

Website: www.deceler.in

6. Job Title: HR Intern

Company: Zeekers Technology Solutions Pvt. Ltd.

Location: Coimbatore, Tamil Nadu

Salary: ₹5,000/month

Internship Duration: 2–6 months

Job Type: On-site

Job Description:

Zeekers Technology Solutions is hiring an HR Intern to assist with recruitment, onboarding, HRIS management, training coordination, and compliance documentation. Candidates should have strong organizational and communication skills.

Apply: Email **hr@zeekers.in** or WhatsApp **8122254124**.

7. Job Title: Recruitment Manager

Company: TNCD (Town and City Developers)

Location: Coimbatore, Tamil Nadu

Experience: 7–10 years

Job Type: Full-time (On-site)

Job Description:

Seeking an experienced **Recruitment Manager** to oversee end-to-end hiring processes, including sourcing, screening, and selecting candidates. Must have strong communication, team handling, and bulk hiring skills, preferably in real estate or construction.

Apply: Email hr@townandcitydevelopers.com.

8.Job Title: Recruiter

Company: V Catapult

Location: Tiruchirappalli, Tamil Nadu

Experience: 6 months to 2 years (preferably in non-IT sectors)

Job Type: Full-time (On-site)

Job Description:

We are looking for a **Recruiter** to source, screen, and interview candidates for open positions. The ideal candidate will have experience in non-IT recruitment, strong communication skills, and the ability to manage candidate databases and recruitment processes.

Responsibilities:

- Source candidates through various channels
- Screen resumes and conduct interviews
- Coordinate with hiring managers
- Assist in recruitment events
- Maintain candidate databases

Apply: Send resumes to sofi@vcatapult.com or WhatsApp **93633 18398**.

9.Job Title: HR Recruiter (Internship)

Company: Windzard Technologies

Location: Chennai, Tamil Nadu (Ambattur & Avadi)

Stipend: ₹3,000 - ₹7,000/month

Job Type: Internship (3 to 6 months)

Job Description:

Windzard Technologies is hiring an HR Intern to assist in recruitment, onboarding, and HR processes. Responsibilities include screening resumes, conducting initial interviews, coordinating assessments, and assisting with salary negotiations. This role offers hands-on experience and potential contract-to-hire opportunities. Ideal for freshers with up to 1-year experience in HR.

Apply:

WhatsApp: +91 7200956261

Email: info@windzardtechnologies.com

10.Job Title: HR Executive (Female) for E-Commerce Company

Company: HR4Nation

Location: Chennai, Tamil Nadu (T. Nagar)

Salary: ₹15,000 - ₹18,000/month

Job Type: Full-time

Job Description:

HR4Nation is seeking a Female HR Executive for a fast-growing E-Commerce company. Responsibilities include end-to-end recruitment, candidate screening, interviewing, posting job openings, maintaining HR records, and supporting employee onboarding. The role also involves handling employee queries and resolving HR-related issues.

Qualifications:

- 1-3 years of HR experience (Freshers with MBA also considered)
- Strong communication and interpersonal skills

Apply:

Email: hr4nation@gmail.com

Call: 9381003750

11.Job Title: Human Resources Manager Sales

Company: TWOSS Learning Private Limited

Location: Remote

Salary: ₹400K/yr - ₹600K/yr

Job Type: Full-time

Job Description:

TWOSS Learning is hiring passionate individuals for the role of Business Development Associate/Senior Associate. This unique opportunity allows you to work while pursuing an MBA. Responsibilities include recruitment, employee relations, performance management, training and development, and compensation. Growth opportunities include promotions within 3 months.

Qualifications:

- Graduates from any field
- Enthusiastic about business development and process building

Apply:

Email: yasmin@twoss.in

Website: www.twoss.in

12.Job Title: Recruiter

Company: Town and City Developers (KG Group)

Location: Coimbatore, Tamil Nadu, India

Salary: ₹300K/yr - ₹360K/yr

Job Type: Full-time

Job Description:

Town and City Developers is seeking a Recruiter with 4-6 years of experience in recruitment, particularly in the real estate industry. The role involves sourcing and engaging top talent through bulk hiring, LinkedIn, job portals, and networking. Responsibilities include candidate screening, interview coordination, offer negotiation, and maintaining a talent pipeline.

Qualifications:

- Proven experience in recruitment, ideally in real estate
- Strong interpersonal, communication, and negotiation skills
- Expertise in LinkedIn, job portals, and bulk hiring strategies
- Excellent organizational and time management skills

Apply:

Email: sindhu.c@townandcitydevelopers.com

13.Job Title: Human Resources Intern

Company: Windzard Technologies

Location: Chennai, Tamil Nadu, India

Stipend: ₹4,000 - ₹6,000/month (plus incentives)

Job Type: Internship

Job Description:

Windzard Technologies seeks an enthusiastic HR Intern to assist in recruitment, onboarding, and HR functions. Responsibilities include resume screening, conducting interviews, supporting the hiring process, and coordinating onboarding. This is an ideal opportunity for freshers with up to 1 year of experience, with potential for a Contract-To-Hire position.

Apply:

Whatsapp: +91 7200956261

Email: info@windzardtechnologies.com

14.Job Title: HR Generalist - BPO Healthcare

Company: Synthesis Healthcare Services LLP

Location: Chennai, Tamil Nadu, India

Salary: ₹18,000 - ₹22,000/month

Job Type: Full-time

Job Description:

Synthesis Healthcare Services is hiring an HR Generalist with 2-3 years of BPO/Healthcare

recruitment experience. Responsibilities include sourcing and hiring qualified candidates, collaborating with hiring managers, managing job advertising, coordinating interviews, conducting candidate evaluations, and assisting with onboarding. The role also includes ensuring compliance with relevant laws and maintaining accurate recruitment records.

Qualifications:

- Bachelor's degree in HR, Business Administration, or related field
- Experience in BPO healthcare recruitment
- Strong interpersonal and communication skills
- Knowledge of healthcare industry standards and employment laws

Apply:

Email: rsabarinathan@nittanycreative.com, hr@synthesis.care

Mobile: +91 9789780526, +91 9176332863

15.Job Title: Senior HR Executive (Female)

Company: HR4Nation - India

Location: Chennai, Tamil Nadu, India

Salary: ₹25,000 - ₹30,000/month

Job Type: Full-time

Job Description:

HR4Nation is seeking a Senior HR Executive with 4-7 years of experience in HR, including recruitment, employee relations, payroll, and compliance. Responsibilities include managing the recruitment process, onboarding, implementing HR policies, handling employee benefits, ensuring legal compliance, and conducting performance evaluations. The position is based in Chennai, and immediate joiners are preferred.

Apply:

Email: hr4nation@gmail.com

16.Job Title: HR Executive

Company: Sarvam Safety Equipment Private Limited

Location: Chennai, Tamil Nadu, India

Salary: ₹180K/yr - ₹240K/yr

Job Type: Full-time

Job Description:

Sarvam Safety Equipment is seeking an HR Executive with knowledge in attendance management, recruitment, onboarding, offboarding, and statutory compliance. Responsibilities include maintaining attendance, biometric records, processing ID cards, conducting induction programs, and enrolling new employees in HR software. Basic knowledge of ESI, PF, and insurance is required. Ideal candidates should be fresh or experienced male graduates with strong communication skills and proficiency in MS Office.

Apply:

Email: jobs@sarvamsafety.com

Website: sarvamsafety.com

17.Job Title: HR Recruiter

Company: Innovision Limited

Location: Chennai, Tamil Nadu, India (Remote Option Available)

Salary: ₹10K/month - ₹15K/month

Job Type: Part-time, Remote

Job Description:

Innovision Limited is hiring an HR Recruiter to attract, screen, and recommend candidates for various positions. Responsibilities include sourcing candidates, conducting initial screenings and interviews, coordinating with hiring managers, and maintaining a talent pipeline. Ideal for fresh graduates, this position requires proficiency in recruitment processes, strong communication and negotiation skills, and familiarity with HR guidelines.

Apply:

Email: talent.acq@innovision.co.in

Website: innovision.co.in

18.Job Title: HR Recruiter

Company: DECELER Vibrotek Controls Pvt. Ltd.

Location: Noombal, Chennai, Tamil Nadu, India

Salary: ₹12K/month - ₹25K/month

Job Type: Full-time, On-site

Job Description:

DECELER is looking for a female Talent Acquisition specialist with 1-3 years of experience in sourcing profiles through platforms like Naukri, LinkedIn, and others. Responsibilities include designing and implementing recruitment strategies, developing job descriptions, preparing recruitment materials, screening resumes, and conducting interviews. An MBA is required for this position.

Apply:

Email: hr@deceler.in

Contact: Santosh (Manager - HR)

Phone: +91 9994180599

Website: deceler.in

19.Job Title: HRD-Talent Acquisition | Recruiter

Company: Solvers India

Location: Coimbatore, Tamil Nadu, India

Salary: ₹100K/year - ₹140K/year

Job Type: Full-time, On-site

Job Description:

Solvers India is seeking a recruiter with 6 months to 1 year of recruitment experience. The role involves collaborating with hiring managers, sourcing candidates through multiple channels, conducting interviews, and managing the end-to-end recruitment process. The candidate should be an MBA or Business Graduate with internship experience in recruitment and have strong communication and interpersonal skills.

Responsibilities:

- Collaborate with hiring managers to understand talent needs and develop strategies
- Source candidates through social media, professional networks, and other channels
- Conduct interviews and assess candidates based on skills, experience, and cultural fit
- Manage the entire recruitment process from sourcing to onboarding
- Stay updated with industry trends and recruitment best practices

Why Join Us:

- Transition into a strategic role in talent acquisition
- Work with a talented, collaborative team
- Competitive salary and benefits
- Continuous learning opportunities

Apply:

Email: careers@solversindia.com

20.Job Title: HR (MBA)

Company: TWOSS Learning Private Limited

Location: Remote

Working Hours: Monday to Friday | 11:00 AM to 8:00 PM

Salary: Up to ₹4 LPA fixed + ₹3 LPA variable (performance-based)

Job Description:

TWOSS Learning Private Limited is hiring an MBA graduate for an HR role with responsibilities including recruitment, employee relations, performance management, training and development, HR compliance, compensation and benefits, HRIS management, and conflict resolution. This is a work-from-home position offering significant opportunities to support and grow your education while gaining valuable HR experience.

Key Responsibilities:

- Manage recruitment and talent acquisition
- Handle employee relations and performance management
- Oversee training and development programs
- Ensure HR compliance and manage compensation and benefits
- Resolve conflicts and maintain a positive work environment

- Manage HRIS and other related systems

Why Join Us:

- Remote work opportunity
- Competitive salary with performance-based incentives
- Support your education while gaining practical HR experience

How to Apply:

Send your CV to: adarsh.r@twoss.in

Contact via WhatsApp: +91 9844992563

21.Job Title: Admin

Company: Genesis Finservice

Location: India

Job Type: Full-time

Salary: ₹12,000 - ₹18,000 per month

Job Description:

We are seeking an experienced Admin to join our back office team. Responsibilities include data management, project processing, market research, data analysis, finances, and assisting with various administrative tasks. The ideal candidate should have office management experience, work well in a team, and respond quickly to management requests. Female candidates preferred. Minimum 6 months of experience required.

To Apply: Send resumes to shalini.hrexecuv@gmail.com

22.Job Title: HR Cum Admin

Company: Sri Nanda Impex

Location: Choolai, Chennai, India

Job Type: Full-time

Salary: ₹20,000 - ₹25,000 per month

Supplemental Pay: Yearly bonus

Job Description:

We are looking for an experienced HR Cum Admin for the lighting industry. The role includes:

- Payroll processing and pay-slip preparation
- Interview processing and attendance register maintenance
- Handling joining and exit formalities
- Admin duties including petty cash management

Requirements:

- 2 to 3 years of experience in HR

- Male candidates preferred
- 1 year of total work experience (preferred)

To Apply:

Contact: 7305057838 (WhatsApp)

23.Job Title: Office Assistant

Company: Zara Security Solutions Pvt Ltd

Location: India

Job Type: Full-time

Salary: ₹9,000 - ₹12,000 per month

Benefits: Health insurance, Provident Fund

Supplemental Pay: Yearly bonus

Job Description:

- Client follow-up and communication
- Responding to mails and phone calls
- Preparing and updating company documents
- Maintaining customer relationships and satisfaction

Knowledge & Skills:

- Proficient in Microsoft Office
- Strong written and spoken English communication skills

Preferred:

- Female candidates
- Bachelor's degree (preferred)
- Minimum 1 year of experience in Microsoft Office and total work experience

To Apply:

Contact: Vinoth Kumar – 9840381823

24.Job Title: HR Generalist

Company: Rajz Business Service Pvt Ltd

Location: Chennai, Tamil Nadu (Velachery)

Job Type: Full-time

Salary: ₹20,000 - ₹30,000 per month

Benefits: Health insurance, Performance bonus

Job Description:

- Bulk hiring and recruitment for non-IT industry
- Managing payroll and administrative tasks

- Employee relations and maintaining a healthy work environment

Skills Required:

- Bulk Hiring
- BPO experience
- Payroll management
- Administration

Preferred Experience:

- 1 to 2 years in HR
- Bachelor's degree

To Apply:

- Send CV to: ramachandran@rajzbusiness.com
- Contact:
 - Ram HR Manager: 8838719557
 - Jesilina HR: 8637425983

25.Job Title: HR Manager

Company: KOKA Technology Private Limited

Location: Mogappair West, Chennai, Tamil Nadu

Job Type: Full-time

Salary: Up to ₹30,648.20 per month

Benefits: Food provided, Performance bonus, Yearly bonus

Job Description:

- Manage IT and non-IT recruitment, onboarding, and talent pipelines.
- Oversee HR policies, employee lifecycle, payroll, attendance, and leave management.
- Handle administrative duties including office management, employee records, and vendor coordination.
- Ensure compliance with labor laws and provide training and performance management.

Requirements:

- Bachelor's/Master's degree in HR or related field
- 3-5 years of HR experience with expertise in recruitment and generalist HR functions
- Strong interpersonal, communication, and negotiation skills

Contact: 9150661834

26.Job Title: IT Recruiter (Domestic Hiring)
Company: Sierra Digital INC
Location: Rs Puram, Coimbatore, Tamil Nadu
Job Type: Full-time, Night Shift (Monday to Friday)
Salary: ₹20,000 - ₹25,000 per month
Benefits: Health insurance

Job Description:

- Source, screen, and recruit candidates for technical roles using job boards, social media, and referrals.
- Conduct initial screenings, technical assessments, and interview coordination.
- Manage recruitment databases and prepare regular reports.
- Stay updated on IT trends and recruitment best practices.

Requirements:

- Bachelor's degree, 1+ year of IT recruitment experience
- Strong sourcing and negotiation skills
- Experience with ATS and recruitment databases

Email: **Interested Candidates Send Update Cv to:**
s.shivakumar@sierradigitalinc.com

27.Job Title: Assistant Manager - Business HR
Company: EXL
Location: MRC Nagar, Raja Annamalaipuram, Chennai
Shift: 11 AM to 9 PM (Work from office 3 days/week)
Experience: 8+ years in HR Business Partnership
Job Type: Full-time

Job Description:

As an HR Partner, provide strategic HR support to leaders, managers, and employees in a Healthcare business unit. Manage employee movements, collaborate with HR teams, and drive employee engagement and business projects. Required: Bachelor's/Master's degree, strong communication, leadership, and multitasking skills. Experience in talent management and HR programs.

Email: charu.gupta@exlservice.com

28.Job Title: HR Assistant
Company: Evron Technologies
Location: Shollinganallur, OMR, Chennai
Experience: 1-2 years
Salary: ₹1.25 - ₹1.75 Lacs P.A.
Job Type: Full-time

Openings: 3

Time & Venue: 24th December, 11:30 AM - 3:00 PM, Evron Technologies, Block B, Ground Floor, Tecci Park, OMR, Chennai

Contact: Kavitha (8870021880)

Job Description:

Assist in handling HR functions, including recruitment, onboarding, employee queries, and maintaining records. Ensure smooth communication within the HR department and assist with day-to-day administrative tasks. Women candidates preferred.

29.Job Title: Senior HR Recruitment Specialist - RCM Hiring

Company: Prochant

Location: DLF IT Park, Chennai

Experience: 2-6 years

Employment Type: Full-time

Job Description:

We are seeking an experienced HR Recruitment Specialist with expertise in fresher, bulk, and volume hiring. Responsibilities include sourcing candidates, conducting interviews, preparing recruitment materials, and collaborating with hiring managers. Experience in BPO or consultancy recruitment is preferred. Bachelor's in HR required, with 2+ years in talent acquisition. Immediate joiners will be prioritized.

Contact: 8754485418 (Call/WhatsApp), **Email:** ramyaj@prochant.com.

30.Job Title: HR Officer

Company: DMart

Location: Perungudi, Chennai

Experience: 2-5 years

Salary: ₹2-3.5 LPA

Job Description:

We are hiring an HR Officer for recruitment, onboarding, attendance management, employee queries, and grievance handling. Responsibilities include assisting with payroll processing, monitoring employee morale, and conducting exit interviews. Candidates must have an MBA/Diploma in HR with 2+ years of experience, knowledge of compliance, payroll, and strong communication skills.

Email: tejaswini.mungara@dmartindia.com.

31.Company: BCT Consulting

Location: Chennai (WFO)

Experience: 1-4 years

Salary: ₹1-4.5 LPA

Job Description:

We are hiring an IT Recruiter with expertise in IT recruitment and contract staffing. The ideal candidate should have strong experience in sourcing through job portals and social media. The role requires good communication skills and full recruitment lifecycle knowledge. Ability to work as an individual contributor with high productivity is key.

Venue: Bahwan Cyber Tek, 148 Rajiv Gandhi Salai, Thoraipakkam, Chennai.

Contact: Sudhamai - 8124453291, Sandhiya C - 9551594460.

32.Job Title: HR Generalist

Company: Manpowergroup Services India

Location: Chennai

Experience: 1-3 years

Salary: ₹2.25-3 LPA

Job Description:

Manpower Group is hiring an HR Generalist for a leading FMCG company. The role involves managing payroll, recruitment (interviews), MIS, employee engagement, PF knowledge, vendor management, and bill processing in SAP.

Qualifications:

Any degree

Minimum 1 year of experience

Gender: Male

Interested candidates:

Send resume to 9894185947 or contact Kanchana HR at 7200040763.

33.Job Title: HR Executive and Recruiter

Company: Modern Dairy Machines

Location: Coimbatore (Kovilpalayam, Sarkar Samakulam)

Experience: 1-6 years

Salary: ₹1.75-2.5 LPA

Job Description:

Manage the end-to-end recruitment process, including job postings, screening, background checks, and onboarding. Coordinate interviews, salary negotiations, and joining formalities. Provide ongoing HR support to employees.

Qualifications:

- 2-7 years in HR/recruitment
- MBA/PGDM degree
- Strong HR knowledge and communication skills
- **Contact:** 9361189636

34.Job Title: HR Manager

Company: Arima Minerals and Metals Private Limited

Location: Chennai

Experience: 5-7 years

Job Description:

As HR Manager, you will handle HR queries, maintain personnel records, manage HR documents, and update internal databases. You will also assist in finding suitable candidates, conducting initial interviews, and handling clerical office tasks. Your responsibilities include organizing job fairs, ensuring legal compliance, preparing HR reports, and assisting with payroll.

Contact: 8925829698

35.Job Title: Talent Acquisition

Company: Teamware Solutions (A Division of Quantum Leap Consulting)

Location: Chennai

Experience: 2-5 years

Job Description:

We are seeking IT Recruiters with 2-5 years of experience in C2H hiring, particularly with Banking/Product clients. The role involves sourcing candidates through job portals, referrals, and social media, screening, and engaging top IT talent. You will manage the full recruitment cycle, ensuring a positive candidate experience and building strong relationships with stakeholders. BFSI experience is a plus.

Notice Period: Immediate (Preferred) to 10 Days

Email: swetha.b@twsol.com

36.Job Title: Sr. Recruitment Executive - BFSI & NBFC

Company: Buzzworks Business Services

Location: Chennai

Experience: 3-6 years

Salary: 3-4.5 Lacs P.A.

Job Description:

We are hiring for a Sr. Recruitment Executive with experience in non-IT recruitment, especially for BFSI & NBFC roles. The role involves sourcing and delivering talent for Sales, Credit, Operations, Collections, and BPO positions. You will manage the full recruitment cycle and client relationships, proficiently handling MIS reports.

Walk-in Interviews: 23/12/2024 - 28/12/2024 (10 am - 6 pm)

Contact: Syed Basheer - 7702894156

Address: Door No.84, 3rd, Murugesan Naicker Complex, Grems Rd, Thousand Lights West, Chennai 600006

37.Job Title: HR Manager
Company: Tokyo Info Solutions India
Location: Chennai (Anna Salai)
Experience: 2-5 years
Salary: 2.4-3 Lacs P.A.

Job Description:

We are seeking an HR Manager to oversee HR operations. Key responsibilities include managing employee data, benefits administration, ensuring compliance with labor laws, and collaborating on talent acquisition strategies. The HR Manager will also oversee the entire recruitment process.

Perks:

- Health insurance
- Annual bonus

Contact: 6369717520

38.Job Title: HR Recruiter & Sales Coordinator
Company: Vizza Insurance Broking
Location: Chennai, Hyderabad, Bengaluru
Experience: Freshers/Experienced
Salary: Best in industry norms
Openings: 5

Job Description:

We are looking for enthusiastic individuals to join as HR Recruiters & Sales Coordinators. Responsibilities include recruitment, candidate screening, and assisting with sales coordination. Immediate joiners are preferred.

Contact: Nikisha - HR, 7825890280

39.Job Title: HR Executive
Company: Sree Kumaran Thangamaligai
Location: Erode, Coimbatore
Job Type: Full-time, Permanent, Fresher
Salary: ₹15,000 per month (with performance & yearly bonus)

Job Description:

We are seeking an HR Executive with at least 1-2 years of recruiting experience. Responsibilities include recruitment, employee management, and handling HR-related queries. Benefits include food, health insurance, and provident fund.

Contact: Mr. Pandisolai, 8056476888

40.Job Title: HR Recruiter

Company: TETA WFM

Location: 3rd Floor, Opp. Standard Chartered Bank, D.B. Road, Coimbatore

Job Type: Full-time, Permanent, Fresher

Salary: ₹8,086 - ₹15,000 per month (with performance & yearly bonuses)

Job Description:

We are hiring HR Recruiters (Freshers and Experienced) to join our team. The role includes recruitment responsibilities and assisting with HR functions. Benefits include health insurance and provident fund.

Work Hours: 10:00 am - 03:00 pm (Monday to Friday, Rotational Shifts)

Contact: Soniya (HR) at 8610557046

41.Company: Limish

Job Title: HR Recruiter (Fresher)

Location: Valasaravakkam, Chennai, Tamil Nadu

Job Type: Full-time, Fresher

Job Summary:

We are looking for energetic candidates eager to learn and take on challenges.

Responsibilities:

- End-to-end recruitment process
- Recruitment calls, shortlisting, and interview scheduling
- Professional email communication and report preparation
- Effective task management

Skills:

- Strong English communication
- MS Excel and Word proficiency
- Good organizational and time management skills

How to apply:

Send your resume to careers@limish.com

