

1.Company: Talenthub Hr

Job Title: Recruitment Executive / HR Recruiter (Female Candidates Only)

Location: Guindy, Chennai

Job Description:

Screen and shortlist profiles from job portals and social platforms. Coordinate between clients and candidates to ensure successful placements. Handle hiring processes based on client requirements. Experience in bulk/international BPO hiring is a plus.

Requirements:

- Minimum 3 months of experience in HR or recruitment.
- Strong communication and organizational skills.
- Prior experience in consultancy or recruitment preferred.

Contact: Beulah - 7305179555.

2.Company: Tata Consultancy Services

Job Title: IT Recruiter (Talent Acquisition)

Location: Chennai, Pune, Bengaluru

Job Description:

Conduct candidate searches via job boards, social media, and networks. Review resumes, screen candidates, and assess skills. Conduct interviews and guide candidates through hiring processes. Collaborate with hiring managers to meet recruitment goals. Ensure compliance with employment laws.

Requirements:

- 2+ years in recruitment or talent acquisition.
- Proficient in MS Office and recruitment tools.

Walkin: 24 December - 26 December , 2.30 PM - 5.30 PM

MODE : Virtual

Contact: Harshitha - 9108049656 / 6238126648.

3.Company: Coventine Digital

Job Title: Team Lead - Talent Acquisition

Location: Chennai, Pune, Bengaluru

Job Description:

Manage full-cycle recruitment, including sourcing, screening, and negotiating offers. Utilize job portals, referrals, and sourcing techniques. Ensure candidate follow-ups, coordinate interviews, and handle salary negotiations. Manage vendor relationships and track submissions. Lead a team of 4+ members, oversee C2H requirements, and collaborate with TCS clients.

Requirements:

- 3+ years in recruitment; 1+ year as Team Lead/Asst. Manager.
- Strong communication, leadership, and problem-solving skills.
- Proficient in MS Office; willing to travel for client meetings.

Walkin:

24 December - 26 December , 2.30 PM - 5.00 PM

MODE : Virtual

Contact: Harshitha - 09108049656 / 6238126648.

4.Company: Collar Jobskart

Job Title: HR Recruiter (Non-IT)

Location: Chennai

Salary: 2-3.5 Lacs P.A.

Job Description:

Responsible for end-to-end sourcing and recruitment. Handle staffing requirements for the ITES industry. Use platforms like Naukri, LinkedIn, Shine, and Monster to source candidates. Advertise openings and source candidates through online channels, including social media and professional platforms.

Requirements:

- Immediate joiners preferred.
- Shortlisted candidates only allowed for walk-in interviews.

Contact: HR Bala - 7397234463.

5.Company: Aparajitha Corporate Services

Job Title: HR Statutory Compliance

Location: Chennai (Kodambakkam), Hyderabad (Banjara Hills)

Salary: 3-4 Lacs P.A.

Job Description:

Handle HR-related compliance activities for clients. Coordinate with clients, front-end teams, and corporate offices for timely completion of operational tasks. Manage team efficiency to control client escalations. Support clients during inspections by authorities and assist in settling notices. Stay updated on laws and regulations, and ensure knowledge transfer within the team. Ensure compliance with Shop & Establishments Act, Factory Act, and other licenses.

Requirements:

- 5-10 years of experience.
- Immediate joiners preferred.
- Strong communication, attention to detail, and adaptability.

Contact: Azra - 8072145044, Email: azra@aparajitha.com.

6.Company: Hale Human Capital

Job Title: Admin Coordinator

Location: Chennai (Work from Office)

Job Description:

We are seeking a candidate with knowledge of accounts and GST. Proficiency in Hindi, Tamil, and English is mandatory.

Requirements:

- 3+ years of experience in a similar role.
- Strong communication skills in Hindi, Tamil, and English.

Contact: 7397174948.

7.Company: Skylark Information Technologies

Job Title: Senior Administration Executive

Location: Chennai

Job Description:

We are looking for a Senior Administration Executive with 3-8 years of experience in admin tasks, ticket bookings, and travel arrangements. The role involves managing end-to-end hotel and flight bookings, handling courier dispatch, and performing various administrative duties.

Requirements:

- Strong communication skills.
- Experience in hotel and flight bookings, courier dispatch.
- Flexible with shifts and available to work 6 days a week.
- Immediate joining required.

Thank you: Revathy K, Sr. HR, Skylark Information Technologies Pvt Ltd
Email: hrr@skylarkinfo.com.

8.Company: Golden Opportunities Pvt Ltd

Job Title: IT/Non IT Recruiter (Mega Walk-in Drive)

Location: Chennai

Job Description:

We are looking for a recruiter with a minimum of 1 year of experience in IT or Non-IT recruitment. The role involves end-to-end sourcing and recruitment for BPO requirements, including advertising openings, screening resumes, and providing shortlists to hiring managers.

Requirements:

- Minimum 1 year of experience in IT or Non-IT recruitment.
- Graduate (Any graduate may apply).
- Knowledge of sourcing, screening, and end-to-end recruitment processes.

Direct Walk-in Interview Details:

- **Location:** New No. 6, Old No. 43, V Block, 12th Street, Anna Nagar, Chennai – 600040.
- **Contact:** Shivani – 9840033250 (Call/WhatsApp).

Note: Please carry an updated hard copy of your resume.

9.Hospital: DR. Muthu's Ortho Hospital

Job Title: HR Executive

Location: Coimbatore, Saravanampatti

Experience: 3-5 years

Job Description:

Dr. Muthu's Hospital is seeking an HR Executive to handle recruitment, onboarding, HR administration, compliance, employee relations, performance management, training, and benefits. The role ensures HR policies are followed, promotes employee engagement, and manages compensation and development programs. Strong communication skills, knowledge

of labor laws, and experience in HR (preferably in healthcare) are essential. Apply at careers@muthushospital.com.

10.Job Title: HR Cum Placement Officer

Company: Softlogic

Location: K.K. Nagar, Chennai

Experience: 1-3 years

Salary: 2-3 Lacs P.A.

Job Description:

Softlogic is looking for an HR Cum Placement Officer with 6 months to 2 years of experience in IT client handling and recruitment. The role involves working cooperatively with the team and managing placement activities. Applicants should have strong communication skills and the ability to handle recruitment processes effectively.

Walk-In Details:

- **Date:** 27th December
- **Time:** 11:00 AM - 4:30 PM
- **Venue:** No. 10, PT Rajan Road, K.K. Nagar, Chennai 78 (Landmark: Near Shivan Park)
- **Contact:** Keerthana (8523906341)

If interested, please contact the HR team.

11.Job Title: HR Manager + Executive Assistant (Immediate Joiner)

Company: Provision Consulting

Location: Egmore, Chennai

Experience: 5-10 years

Salary: 3.75-7.5 Lacs P.A.

Job Description:

Provision Consulting is hiring an HR Manager + Executive Assistant for a leading lighting company. The candidate must have strong experience in both HR and EA roles and possess excellent communication skills. Fluency in Hindi is mandatory. A minimum of 5+ years of experience is required, with an immediate joining preference.

Required Candidate Profile:

- Smart and excellent communication skills
- Immediate joiners preferred
- Fluency in Hindi

Application Process:

Please share your CV to sarika.vasdev@provisionconsulting.in.

12.Job Title: Administration Executive
Company: Metal Queen
Location: Madhavaram Milk Colony, Chennai
Experience: 1-2 years
Salary: 2.25-3.5 Lacs P.A.

Job Description:

Metal Queen is hiring an Administration Executive to handle administrative tasks efficiently. The ideal candidate will have experience in administration and strong organizational skills.

Job Details:

- **Location:** No.55, Raji Flats, Pooniyammanmedu, Chennai - 600110
- **Time and Venue:** 23 December - 1st January, 9.30 AM - 5.30 PM
- **Contact:** Gunarekha (8939688199)

Interested candidates may attend the walk-in interview during the mentioned dates.

13.Job Title: Office Admin Assistant (Male)
Company: New Freezing Point
Location: Chennai
Salary: 50,000 - 2 Lacs P.A.

Job Description:

Looking for an Office Admin Assistant responsible for task allocation, monitoring progress, and resolving issues. Duties include administrative support, client interactions, payment collection, product delivery, and office maintenance. Strong organizational and communication skills required. Must have a two-wheeler. Basic computer proficiency and problem-solving skills preferred.

Time & Venue:

21st December - 28th December, 9.30 AM - 5.30 PM

Plot No.7,K.K. Ponnurangam Salai ,Ponniyamman Nagar,, Ramapuram, KKP Salai, Raghavendra Nagar, Kaikankuppam, Nesapakkam, Chennai, Tamil Nadu 600083

Contact: Baskar (6379247130)

14.Job Title: Administration Assistant
Company: Lazhora Medical Cosmetics
Location: Chennai
Salary: 1.75-2.25 Lacs P.A.

Job Description:

We are looking for an Administration Assistant responsible for answering calls, taking messages, recordkeeping, and email communication. Duties include preparing invoices,

proformas, quotations, and ledger statements. Must work closely with other administrative staff and provide support as needed.

Requirements:

- Female candidates preferred
- Good communication and time management skills
- Passionate to learn and work

Time & Venue:

19th December - 26th December, 10.30 AM - 3.00 PM M/s Lazhora Medical Cosmetics. Subashree Plaza, No: 17, First Main Road, Bethal nagar,Perungudi, Chennai - 600096.

Contact: Kaviya E (9445563941)

15.Job Title: Administration Officer

Company: Sruthi Total HR Solutions

Location: Sriperumbudur

Salary: 2-2.25 Lacs P.A.

Job Description:

The Administration Officer will be responsible for basic accounts work and billing tasks. Preference will be given to candidates with experience in food production or FMCG-related roles.

Requirements:

- 2-4 years of experience
- Billing and basic accounting experience
- FMCG or food production experience is preferable

Contact: Kaviya HR (9566225777)

16.Job Title: HR Executive / Human Resources Executive / Recruiter / BPO HR Fresher

Company: Selectica International Solutions LLP

Location: Chennai, Hyderabad, Bengaluru

Salary: 1.75-2.25 Lacs P.A.

Job Description:

- Train & Hire program for freshers (Male only, Graduated in 2023 or 2024).
- 30-day training period with a stipend of 5k (for those who qualify).
- After training, a salary of 15k in hand.
- Work from Home (WFH)
- Candidates must have a laptop and wifi.
- Fluent English is a must.

Requirements:

- Freshers only, please.
- Graduated in 2023 or 2024.
- No prior experience required.

Contact: Neha (8287267407) / Amit (8178259405)

17.Job Title: IT Recruiter

Company: Bahwan Cybertek Consulting (BCTC)

Location: Chennai (Thoraipakkam)

Salary: 2-4.5 Lacs P.A.

Job Description:

- Proven experience as an IT Recruiter with exposure to Contract or Contract-to-Hire roles.
- Knowledge of IT industry trends, technologies, and roles.
- Strong communication and interpersonal skills.
- Ability to manage multiple requisitions and candidates simultaneously.
- Bachelor's degree in Human Resources, IT, or related field.
- Understanding of sourcing strategies and techniques.
- Excellent networking and relationship-building skills.

Time and Venue:

- 24th December - 2nd January, 9:30 AM - 4:00 PM
- BCT Consulting, 148, Rajiv Gandhi Salai (OMR), Okkiyam Thoraipakkam, Chennai - 600 097, India

Contact:

- Ajith Kumar (6380385332)
- Email: ajithkumar.k@bct-consulting.com

18.Job Title: HR Recruiter and Team Lead (IT Recruitment)

Company: Crown Solutions

Location: Chennai, Bengaluru

Salary: Not Disclosed (Freshers: 13K - 15K in hand)

Job Description:

- Open to hiring freshers to lead positions.
- Experienced candidates should have expertise in subcon (contract staffing / Contract to Hire).
- IT recruitment experience is mandatory.

- Responsible for the complete end-to-end recruitment process.
- Strong written and verbal communication skills.
- Strong analytical skills and attention to detail.
- Excellent time management and problem-solving skills.
- Exceptional customer service skills.

Education Qualification:

- Graduate (any stream)

Salary Details:

- Freshers: 13K - 15K in hand
- Experience-based salary based on current CTC

Location:

- Bengaluru (Ramurthy Nagar, Next to Tin Factory)
- Chennai (Thoraipakkam)

Contact:

- Sr. HR: Anu (8088317273)
- Email: anu@crownsolution.com

Interested candidates can share their updated CV to the provided email.

19.Job Title: Human Resources - Talent Management

Company: Equitas Small Finance Bank

Location: Chennai, Spencer Plaza

Salary: 2 - 5 Lacs P.A.

Job Description:

- Manage day-to-day HR and talent management activities.
- Develop strategies for talent acquisition, employee engagement, and retention.
- Collaborate with leadership to address staffing needs.
- Maintain employee performance metrics and development programs.

Preferred Candidate Profile:

- 1-4 years of experience in HR/Talent Management.
- Relevant certifications preferred.

Perks & Benefits:

- Competitive salary and growth opportunities.

Contact: Pradeep (9677199880)

Date: 26th Dec - 30th Dec, 9:30 AM - 5:30 PM Equitas Small finance bank, Spencer plaza, Office Lobby 4th floor, Anna Salai, Chennai – 600002

20. Company: Triwave Solutions

Position: US IT Recruiter / Bench Sales Recruiter

Location: Hybrid (Chennai - Porur)

Experience: 3 - 8 years

Salary: Not Disclosed

Job Description:

- Market IT consultants to Tier-1 vendors and clients.
- Build and maintain relationships with vendors, clients, and consultants.
- Align consultants' skills with job requirements in areas like Cybersecurity, Salesforce, ServiceNow, etc.
- Manage documentation, rate negotiations, and reporting.
- Experience with W2 roles and security clearance is a plus.

Contact: Roshan (9551697744)

Time: 6th - 9th January, 4:00 PM - 8:00 PM Officers Colony, Vasantha nagar, Porur, Chennai, Tamil Nadu 600116

21. Company: SR Consulting

Position: Executive / Sr Executive (General Administration)

Location: Chennai (OMR)

Experience: 8 - 12 years

Salary: Not Disclosed

Job Description:

- Manage day-to-day office admin and facilities for a 500-member company.
- Supervise housekeeping, maintenance, canteen, transport, and security.
- Handle vendor relationships and ensure smooth operations.
- Generate MIS reports for administration.
- Immediate joining required.

Contact: SR Consulting - Mob 9841051405/ Mail CV to kareem@srconsulting.in

22.Company: Ganges Internationale (GIPL)

Position: Executive Admin

Location: Chennai (Broadway)

Experience: 5 - 6 years

Salary: Not Disclosed

Job Description:

- Handle travel desk and housekeeping management.
- Manage vendor relationships and process payments.
- Coordinate snacks and other office arrangements.
- Oversee stationary purchases and inventory management.
- Monitor inward and outward processes.
- Liaise with government bodies.

Preferred Candidate Profile:

- Min 5 years of admin experience.
- Good communication skills and willing to travel within the city.
- Male candidates preferred.

Walkin: 16th December - 25 December , 11.00 AM - 5.30 PM

Ganges Internationale Pvt Ltd #163/1, Prakasam Road, K Sons complex, 2nd Floor | Broadway, Chennai-600108, Tamil Nadu, INDIA, near Mannadi metro station.

Email: HRCHENNAI@Gangesintl.com

23.Position: HR Recruiter

Location: Chennai & Madurai

Job Type: Full-time

Salary: ₹1.00 - ₹2.00 LPA

Job Description:

- Develop long-term recruitment strategies and build relationships with potential hires.
- Brief candidates on job responsibilities, salary, and benefits.
- Check candidate suitability, conduct interviews, and provide debriefs.
- Coordinate post-interview meetings and improve candidate experience.
- Negotiate salaries and finalize arrangements between clients and candidates.
- Work towards exceeding placement targets.

Contact: Karthigai Selvi (8807195361)

24.Position: Human Resource - Senior Supervisor

Location: Chennai, Tamil Nadu

Job Type: Full-time

Salary: ₹30,917.43 - ₹32,224.72 per month

Job Description:

We are seeking a Senior HR Supervisor to oversee policy-making and recruitment processes. Only male candidates preferred. The role involves creating HR policies, managing recruitment processes, and ensuring smooth HR operations.

Benefits:

- Cell phone reimbursement
- Commission pay
- Overtime pay
- Performance, quarterly, and yearly bonuses

Contact: Kaviya.K, HR Executive (7200105859)

25.Position: Female HR Executive (Fresher Immediate Joiner)

Location: Chennai, Tamil Nadu

Job Type: Full-time

Salary: ₹12,000 - ₹15,000 per month

Job Description:

We are looking for a Female HR Executive (Fresher) to join our team. The role involves customer data management, recruitment processes, and interview scheduling.

Qualifications:

- MBA or any Arts & Science Degree (BE/BTech backgrounds not applicable)
- Age: 18-25 years
- Immediate joining required

Schedule:

- Day shift, Morning shift, Rotational shift
Contact: Kathirvel Marimuthu (8939854597)

26.Position: Admin Executive (Fresher)

Location: Nolambur, Chennai, Tamil Nadu

Job Type: Full-time, Regular/Permanent

Salary: ₹10,000 - ₹12,000 per month

Job Description:

We are hiring an Admin Executive for SANVI Business Solutions in Nolambur, Chennai. The role involves administrative tasks, and candidates with good MS Excel exposure are preferred.

Required:

- Immediate joiners preferred
 - Ability to commute or relocate to Nolambur
- Contact:** 9176033506 for more details.

27.Position: Talent Acquisition (Blue Collar)

Location: Chennai, Tamil Nadu

Job Type: Full-time, Regular/Permanent

Salary: ₹275,000 - ₹310,000 per year

Job Description:

We are seeking a motivated Blue Collar Recruiter to source, screen, and select qualified candidates for blue collar positions. Responsibilities include utilizing recruitment channels, conducting interviews, administering tests, verifying background checks, and managing the onboarding process. Strong relationship management with candidates and hiring managers is key.

Contact: +91 9150022031 for more details.

28.Company: PR Academy

Position: Office Administrator

Location: Gandhipuram, Coimbatore, Tamil Nadu

Job Type: Full-time

Salary: ₹10,000 - ₹15,000 per month

Schedule: Day shift (9:30 AM to 5:30 PM)

Job Description:

We are looking for an Office Administrator with accounts knowledge to manage day-to-day office operations. The role includes handling calls, emails, and social media, maintaining correspondence, and using MS Office (Word, Excel, PowerPoint) proficiently. Strong communication and organizational skills are required to work in a fast-paced environment.

Preferred Qualifications:

- Any Degree
- 1 year experience in Microsoft Office and office administration

Contact:

Phone: 9788871555

Email: info@pracademy.in

29.Company: SaiVed Perficient Pvt Ltd

Position: Admin Executive

Location: Velandipalayam, Coimbatore, Tamil Nadu

Job Type: Full-time

Salary: ₹12,000 - ₹15,000 per month

Schedule: Morning shift (9:30 AM to 6:30 PM)

Job Description:

We are hiring an Admin Executive to manage day-to-day office activities and ensure efficient workflows. Key responsibilities include handling communications (phone calls, emails), coordinating meetings and events, and managing office technology. The role also involves conducting workshops for students on international education opportunities.

Requirements:

- UG and Master's degree holders
- Strong verbal and written communication skills
- Proficient in Microsoft Office
- 1+ years of experience (preferred)
- Immediate joiners preferred
- Married women are preferred

Contact:

Phone: 9042280474

30.Company: SaiVed Perficient Pvt Ltd

Position: Admin Supervisor

Location: Vadavalli, Coimbatore, Tamil Nadu

Job Type: Full-time

Salary: ₹15,000 - ₹18,000 per month

Schedule: Day shift

Job Description:

We are hiring an Admin Supervisor to handle administrative, operational, and customer service tasks. Responsibilities include maintaining records of orders, invoices, and inventory, addressing customer queries, and ensuring timely deliveries. The role also involves managing stock levels and overseeing office operations.

Requirements:

- Bachelor's in Business Administration or Office Management
- 1-3 years of experience in administration or retail
- Excellent communication skills
- Immediate joiners preferred
- **Contact:** +91 90422 80474

31.Company: SaiVed Perficient Pvt Ltd

Position: Front Office Executive

Location: Chinnavedampatti, Coimbatore, Tamil Nadu

Job Type: Full-time

Salary: ₹15,000 - ₹16,000 per month

Schedule: Morning shift

Job Description:

We are hiring a Front Office Executive to guide prospective students about CA courses, curriculum, eligibility, and career prospects. Responsibilities include greeting visitors, handling inquiries, managing appointments, and ensuring front-office supplies. The role also involves maintaining records and logs.

Requirements:

- Bachelor's degree
- 0-1 year of experience in education counseling, sales, or admin roles
- Proficiency in MS Office Suite and CRM tools
- Excellent communication skills

Contact: +91 90422 80474

32.School: The Indian Public School

Position: Front Office Administrator (Female)

Location: Tiruppur, Tamil Nadu

Job Type: Full-time, Permanent

Salary: ₹15,000 - ₹24,000 per month

Shift: Day shift

Job Description:

We are seeking a highly organized Front Office Administrator. Responsibilities include greeting visitors, managing calls and emails, coordinating appointments, maintaining records, and providing administrative support. Proficiency in MS Office and Google Workspace is required.

Requirements:

- 1-2 years of experience
- Master's degree
- Excellent communication and organizational skills
- Multilingual skills preferred

Contact: +91 9791163444

33.Company: KAVERI IRRIGATIONS

Position: Office Admin Executive

Location: Erode, Tamil Nadu

Job Type: Full-time, Permanent

Salary: ₹15,000 - ₹18,000 per month

Shift: Morning shift, Day shift, Fixed shift

Job Description:

We are seeking an Office Admin Executive to manage office operations. Responsibilities include greeting visitors, managing correspondence, scheduling meetings, preparing reports, maintaining databases, and organizing events. Proficiency in MS Office and excellent communication skills required.

Requirements:

- 2+ years of office administration experience
- Bachelor's degree preferred
- Female candidates preferred

How to Apply:

Email: sales.sk@shiva-kaveri.com or WhatsApp: 9042753389/9042753319

34.Company: Glory Power Solutions Pvt Ltd

Position: HR Recruiter

Location: Madhavaram, Chennai, Tamil Nadu

Job Type: Full-time, Permanent

Salary: ₹13,000 - ₹17,000 per month

Shift: US shift, Monday to Friday (10 am to 6 pm), Sunday Fixed week off

Job Description:

We are hiring an HR Recruiter to manage end-to-end recruitment, source and screen candidates, conduct interviews, and ensure smooth onboarding. Experience in Non-IT or IT recruitment (1+ year preferred) and familiarity with ATS is required.

Qualifications:

- Bachelor's degree in HR or related field
- Strong communication skills
- Ability to work in a fast-paced environment

Contact: HR – 7358756477

35.Company: Essorsuperfoods Pvt Ltd

Position: HR Executive

Location: Korattur, Chennai, Tamil Nadu

Job Type: Full-time, Permanent

Salary: ₹8,086 - ₹39,016 per month

Shift: Day shift

Job Description:

The HR Executive will manage HR functions across India, including talent acquisition, onboarding, training, performance management, and employee engagement. Responsibilities include coordinating recruitment, planning engagement activities, supporting performance appraisals, and maintaining HR records. Candidates should have 3-5 years of experience, strong communication skills, proficiency in MS Office, and familiarity with HRMS/HRIS.

Contact: sathees@essorsuperfoods.com

36.Company: FLDEC SYSTEMS

Position: HR Recruiter

Location: Guindy, Chennai, Tamil Nadu

Job Type: Full-time, Permanent

Salary: ₹15,000 - ₹22,000 per month

Shift: Day shift

Job Description:

FLDEC Systems is hiring an HR Recruiter with 6 months to 1 year of experience. Responsibilities include sourcing and screening candidates through job portals like Naukri and LinkedIn, creating job descriptions, coordinating interviews, and conducting salary discussions and offer negotiations. A degree in HR (MBA/MSW) is required. Strong communication skills are essential.

Contact: 98401 33340

37.Company: YaavarumKelir HR SERVICES

Position: Office Staff

Location: Ukkadam, Coimbatore, Tamil Nadu

Job Type: Full-time, Permanent, Fresher

Salary: ₹12,000 - ₹14,000 per month

Shift: Morning shift (10 AM to 8 PM)

Job Description:

YaavarumKelir HR Services is hiring Office Staff with 0-6 months of experience. Responsibilities include general office tasks, phone etiquette, typing, and organizational duties. Any degree is required. Benefits include health insurance and Provident Fund.

Contact: 8072331760, 9894491760

38.Company: Vision India Insurance

Position: HR Intern

Location: Cheran Nagar, Koundampalayam, Coimbatore, Tamil Nadu

Job Type: Full-time, Internship

Salary: ₹5,000 - ₹10,000 per month

Shift: Day shift

Job Description:

Vision India Insurance is seeking an HR Intern to assist with administrative and HR tasks, including updating employee absence records, filing documents, conducting background checks, and drafting employee communications. The ideal candidate will be detail-oriented, with strong organizational skills and an interest in HR policies.

Contact: 9715644555, 9698955666

39.Company: Kinaxis India Ltd

Position: Talent Acquisition Coordinator (Night Shift)

Location: Perungudi, Chennai, Tamil Nadu

Job Type: Full-time

Job Description:

Kinaxis Inc. is seeking a Talent Acquisition Coordinator to support the recruitment process. Responsibilities include interview coordination, candidate communication, feedback management, and assisting with inbound candidate screening. The role requires proficiency in MS Office, ATS, and excellent communication skills. Ideal candidates will have 3-5 years of experience in recruitment coordination or a similar field.

Email: recruitmentprograms@kinaxis.com

40.Company: Boatload Minds Pvt Ltd

Position: MBA - HR

Location: Peelamedu, Coimbatore, Tamil Nadu

Job Type: Full-time, Permanent

Job Description:

Boatload Minds Pvt Ltd is looking for an MBA HR graduate to join the team. Responsibilities include supporting talent acquisition (sourcing, screening, scheduling interviews, onboarding), maintaining HR records, and creating candidate databases. Ideal

candidates are recent MBA graduates in HR, with strong organizational, communication, and time management skills. Immediate joiners preferred.

Benefits: Food provided, Provident Fund.

Schedule: Day shift (9 AM - 6:30 PM).

Email: hr@boatloadminds.com

