

1.Job Title: Recruitment Consultant
Company: Buzzworks Business Services Pvt Ltd

Experience: 1-3 Years
Location: Chennai - Thousand Lights, Greams Road

Job Type: Full-time, Permanent

Responsibilities:

- Source candidates via job boards, social media, and referrals.
- Screen resumes, conduct interviews, and finalize joining formalities.
- Manage end-to-end recruitment processes.
- Assist in recruitment policies and employer branding activities.

Walkin : 26 December - 27 December , 9.30 AM - 5.30 PM

Buzzworks Business Services,3rd floor of Murugesan Naicker Building, Door No.84, Thousand Lights, Greams Road, Chennai - 600006

Timing: Mon-Fri, 1st Sat working.
Contact: lokeshkumar.p@buzzworks.com | 8825675979

2.Job Title: Deputy General Manager - Human Resource
Company: Saaki Argus And Averil Consulting (Leading Manufacturing Organization)

Location: Chennai, Visakhapatnam, Kakinada
Experience: 18+ years
Qualification: MBA (Full-time)

Responsibilities:

- Manage HR and Industrial Relations operations, ensuring compliance with labor laws.
- Handle grievances, disputes, and labor union negotiations.
- Implement welfare programs and employee engagement strategies.
- Ensure legal compliance and maintain HR records.

Email: swarna.c@saaconsulting.co.in

3.Job Title: Sr. HR Executive - Recruitment & Onboarding
Company: Updater Services (UDS)

Location: Mumbai (All Areas)
Experience: 2–5 years

Responsibilities:

- Manage end-to-end Non-IT recruitment and onboarding processes.
- Handle offboarding and HRMS activities.
- Conduct employee engagement programs.
- Collaborate with business heads to meet hiring needs.
- Maintain recruitment dashboards and reports.

Walkin: 26 December - 28 December , 10.00 AM - 5.30 PM

Dynasty Business Park, B- Wing, 2nd Floor, Office No. 206-207, Near Chakala Metro Station, Andheri East, Mumbai – 400065 **Contact no:** Vineeta (HR) (8652639249)

Email: gowthaman.i@uds.in | WhatsApp: 9710957750

4.Job Title: Senior Executive - HR & Admin

Company: Kantaflex (India) Pvt Ltd

Location: Gummidipoondi, Chennai

Experience: 5–10 years

Salary: ₹3–6 LPA

Responsibilities:

- Manage contracts and statutory compliance.
- Handle employee relations and performance management.
- Oversee time, attendance, and leave management.
- Manage administration, facilities, and labor relations.

Apply: HRD – 9789980280

5.Job Title: Recruiter

Company: GSN Consulting

Location: Chennai - Kilpauk Garden

Experience: 1–5 years

Salary: ₹1.5–3 LPA

Responsibilities:

- Source and recruit candidates through job portals, social media, and headhunting.
- Manage end-to-end recruitment for IT and Non-IT roles.
- Provide staffing solutions for MNC clients across India and abroad.
- Receive extensive training in recruitment techniques.

Apply: Call 9840068070 / 9840035825 / 9840053305

6.Job Title: HR cum Production Manager (Women candidates preferred)

Company: Matrix Steel Solutions

Location: Coimbatore

Experience: 1–3 years

Salary: ₹2–3 LPA

Responsibilities:

- Manage payroll, attendance, and employee relations.
- Oversee recruitment, hiring, and onboarding processes.
- Monitor production processes and ensure timely delivery.
- Optimize resource allocation and track performance metrics.

Qualifications:

- Bachelor's in HR/Business Administration.
- 2+ years in HR and production roles.

Email: Info@matrixsteelsolutions.org

7.Job Title: HR Recruiter (BPO Background)

Company: Ampera Technologies

Location: Chennai

Experience: 2–5 Years

Responsibilities:

- Manage end-to-end recruitment for BPO roles.
- Source, screen, and interview candidates.
- Build talent pipelines via job portals, referrals, and networks.
- Conduct preliminary assessments and coordinate interviews.
- Handle offer rollouts and ensure compliance.

Qualifications:

- 2–5 years in BPO recruitment.
- Strong communication and ATS proficiency.

Email: christopher@amperadei.com

8.Job Title: Senior HR Recruitment Specialist (RCM Hiring)

Company: Prochant

Location: DLF IT Park, Chennai

Experience: 2–6 Years

Responsibilities:

- Source candidates through job portals and networks.
- Conduct interviews and assess skills and qualifications.
- Create job descriptions and interview questions.
- Collaborate with hiring managers to meet staffing needs.
- Organize recruitment events and build a talent pipeline.
- Onboard new hires and ensure smooth integration.

Qualifications:

- Bachelor's degree in HR or related field (postgraduate preferred).
- 2+ years of experience in talent acquisition, including bulk and fresher hiring.

Apply: Send CV to ramyaj@prochant.com or contact 8754485418.

9.Job Title: HR Recruiter (6-Month Contract)

Company: Tech Mahindra

Location: Karve Road, Chennai

Job Type: Full-Time, Contract

Walk-in Interview Dates:

- **Date:** 26th Dec 2024 to 31st Dec 2024
- **Time:** 11:00 AM to 3:00 PM

Role: Talent Acquisition/HR Recruiter

Shifts: General

Qualifications:

- MBA in HR, Business Administration, or related field.
- Strong interest in recruitment and talent acquisition.
- Excellent communication and interpersonal skills.
- Ability to handle multiple tasks in a fast-paced environment.
- Strong organizational skills and attention to detail.

Experience:

- 6 months experience in Volume/Mass Hiring (BPO hiring experience preferred).

Benefits:

- Health insurance, Provident Fund (as per policy).
Email: mj00642401@techmahindra.com

10.Job Title: Senior Officer | HR

Company: Confidential

Location: Coimbatore, Tamil Nadu

Job Type: Full-time

Salary: ₹25,000 - ₹30,000 per month

Job Description:

Responsible for handling corporate HR functions, including payroll & compensation, statutory compliance, and time office management. The role requires overseeing HR operations, ensuring timely and accurate payroll processing, and managing employee records.

Benefits:

- Health insurance
- Leave encashment
- Provident Fund
- Yearly bonus

Experience: Minimum 2 years (preferred)

Contact: +91 9952511148

11.Job Title: HR Recruiter (Hindi Speaking)

Company: Confidential

Location: Chennai, Tamil Nadu

Job Type: Full-time

Salary: ₹10,000 - ₹20,000 per month

Job Description:

Manage the end-to-end recruitment process, including sourcing candidates, screening applications, conducting interviews, and performing background checks. Coordinate with hiring managers, handle job postings, and advise on recruitment strategies. Build candidate networks and attend job fairs to source talent.

Benefits:

- Performance bonus
- Yearly bonus

Experience: Recruiting experience required

Contact: +91 8122021574

12.Job Title: Female HR Executive (Fresher Immediate Joiner)

Company: Confidential

Location: Chennai, Tamil Nadu

Job Type: Full-time, Fresher

Salary: ₹12,000 - ₹15,000 per month

Job Description:

We are looking for a female HR Executive with 0-2 years of experience or freshers. The role includes customer data management, recruitment processes, and interview scheduling.

Candidates should have an MBA or any Arts & Science degree (no BE/BTech background).

The position requires immediate joining.

Requirements:

- Age between 18-25 years
- Walk-in Interview: Monday to Friday, 10 AM to 4 PM
- Contact: +91 8939854597

13.Job Title: Manager - HR Employee Relations

Company: Confidential

Location: Mogappair East, Chennai, Tamil Nadu

Job Type: Full-time

Salary: ₹400,000 - ₹500,000 per year

Job Description:

We are seeking a Female Manager for HR Employee Relations with 4-5 years of experience.

The role involves ensuring consistent treatment of employees, handling grievances, and developing employee relations programs. Must have basic knowledge in QHSE (Food Quality check). Ability to travel for sites across India is mandatory. Multi-lingual (Hindi mandatory).

Requirements:

- Any degree
- Traveling required
- Contact: +91 8939984431

14.Job Title: Front Office Executive

Company: Dr. Ahameds Apple LLP

Location: Velachery, Chennai, Tamil Nadu

Job Type: Full-time

Salary: ₹15,000 - ₹30,000 per month

Job Description:

We are seeking a compassionate and skilled Front Office Executive to be the first point of contact for patients and visitors. Key responsibilities include patient registration, scheduling, handling communications, and ensuring smooth front office operations. Must maintain confidentiality and provide emotional support. Experience in a similar role is preferred.

Requirements:

- 1-2 years of experience
- Excellent communication skills
- High school diploma or equivalent (Bachelor's preferred)
- Contact: **63697 35078**

15.Job Title: Administrative Assistant (Fresher)

Company: Aintiram Web Tech Private Limited

Location: Coimbatore, Tamil Nadu

Job Type: Full-time

Salary: ₹1,35,272 - ₹2,00,000 per year

Job Description:

We are seeking a motivated fresher to join our team as an Administrative Assistant. Responsibilities include general office tasks, managing vendor relationships, handling data entry, document preparation, and assisting with office activities. Proficiency in MS Office and strong organizational skills are required. A valid driving license and a bike are preferred.

Benefits:

Health insurance, Paid sick time, Provident Fund, Leave encashment

Schedule: Day shift

Apply at: recruitment@aintiram.com

16.Job Title: Receptionist

Company: Homworks (Prominance)

Location: Kovilambakkam, Chennai

Salary: ₹15,000 - ₹20,000 per month (Take-home)

Job Type: Full-time, Permanent

Shift: Day shift, Fixed shift

Job Description:

We are looking for a professional and friendly Receptionist to manage our front desk. Responsibilities include greeting visitors, handling phone calls, maintaining the reception area, assisting with administrative tasks, managing Google Forms, and coordinating housekeeping tasks. Excellent communication, organizational, and time-management skills required. Prior experience in a similar role is preferred.

Benefits: Health insurance, Provident Fund

Contact: Sandhya Nair, 7530086292

17.Job Title: General Manager – Admin cum Sales

Company: Industrial Growth Analytik Info Techniqs

Location: Nanganallur, Chennai

Salary: ₹5,00,000 per year + Profit Sharing + Incentives

Job Type: Full-time, Permanent

Shift: Day shift

Job Description:

We are seeking a dynamic General Manager - Admin cum Sales to oversee both administrative operations and drive sales growth. Responsibilities include enhancing administrative efficiency, leading sales strategies, managing budgets, fostering client relationships, and mentoring a high-performing sales team. An MBA is preferred, along with expertise in CRM platforms, MS Office, and strategic leadership.

Contact: +91 6381801097

18.Job Title: Office Admin

Company: Quest Certification (P) Ltd

Location: Chennai, Tamil Nadu

Salary: ₹12,000 - ₹18,000 per month

Job Type: Full-time

Job Description:

We are seeking a female Office Admin with 5+ years of experience to handle calls, emails, client coordination, and office staff supervision. Responsibilities include handling correspondence, supporting HR tasks, maintaining records, data entry, preparing invoices/quotations, and coordinating office activities. Proficiency in Microsoft Office and good communication skills are required.

Contact: 9342167703

19.Job Title: Human Resources Manager

Company: VVRS CHIT FUND TAMILNADU PRIVATE LIMITED

Location: Erode, Tamil Nadu

Salary: ₹10,000 - ₹20,000 per month

Job Type: Full-time

Job Description:

We are looking for an experienced HR Manager with a minimum of 4 years in HR. Responsibilities include payroll management, HR functions, and employee relations. The ideal candidate should have at least 1 year of experience in payroll and HR. A Bachelor's degree is preferred.

Schedule: Morning shift

Contact: 8056541114

20.Job Title: Human Resource Executive (Female Candidate Only)

Company: Mpower Solutions

Location: Thirumazhisai, Chennai, Tamil Nadu

Salary: ₹15,000 - ₹20,000 per month

Job Type: Full-time

Job Description:

We are seeking an HR Executive to oversee recruitment, employee relations, and HR strategy implementation. Responsibilities include sourcing, interviewing, hiring, maintaining PF and ESI, conducting performance evaluations, and resolving conflicts.

Schedule: Day shift

Contact: 8870089096

21.Job Title: HR Recruiter

Company: Connect Galaxy

Location: Madhavaram, Chennai, Tamil Nadu

Salary: ₹12,000 - ₹18,000 per month

Job Type: Full-time, Permanent

Job Description:

We are hiring an HR Recruiter to manage end-to-end recruitment, source candidates via job boards and social media, and coordinate interviews. The role includes maintaining databases, building relationships with hiring managers, and supporting onboarding.

Schedule: Day shift, Sunday fixed off

Contact: HR - 7200585293 (Blessy Charles)

22.Job Title: HR Intern

Company: Imperium Management Solution

Location: Ashok Nagar, Chennai, Tamil Nadu

Salary: ₹6,000 - ₹10,000 per month

Job Type: Full-time, Permanent, Fresher

Job Description:

We are seeking an HR Intern to assist with job descriptions, candidate sourcing, screening resumes, conducting interviews, and posting job openings. Must have good communication skills and be ready to join immediately.

Benefits: Cell phone reimbursement

Schedule: Day shift

Contact: HR Alex - 6385143814 (WhatsApp/call)

23.Job Title: HR Recruiter

Company: VVRS Chit Fund Tamil Nadu Private Limited

Location: Erode, Tamil Nadu

Salary: ₹8,086 - ₹20,000 per month

Job Type: Full-time

Job Description:

We are seeking a Female HR Recruiter with a minimum of 3 years of experience in the HR field, located in Erode. Responsibilities include managing recruitment processes, sourcing candidates, and conducting interviews.

Benefits: Food provided

Schedule: Day shift

Contact: 8056541114

24.Job Title: HR

Company: Reach Talent Solutions

Location: Gummidipundi, Tamil Nadu

Salary: ₹28,000 - ₹35,000 per month

Job Type: Full-time, Permanent

Job Description:

We are seeking a Male HR professional fluent in Hindi, with a minimum of 3 years of HR experience. Responsibilities include talent acquisition, recruitment, and managing HR functions.

Benefits: Health insurance, Provident Fund

Schedule: Day shift

Contact: 6369713177 / rtssangeetha24@gmail.com

25.Job Title: HR Executive

Company: Nano Technologies

Location: Tidel Park, Chennai, Tamil Nadu

Salary: ₹20,000 - ₹40,000 per month

Job Type: Full-time, Permanent, Fresher

Job Description:

We are looking for an HR Executive to manage recruitment, onboarding, employee engagement, and HR operations. Responsibilities include conducting interviews, organizing team-building activities, maintaining employee records, assisting in payroll, and ensuring compliance with labour laws.

Requirements: Bachelor's degree in HR, proficiency in HR software, Microsoft Office, and strong interpersonal skills.

Email: nanotechsiemens@gmail.com / 9443512981

26.Job Title: Hotel Receptionist (Female)

Company: SIMATS University

Location: India

Salary: ₹21,500 - ₹22,000 per month

Job Type: Permanent

Job Description:

We are seeking a Hotel Receptionist to manage guest check-ins, handle queries, and provide excellent customer service. The ideal candidate will possess strong communication, organizational, and time-management skills. A certification in Airhostess or Hospitality Management is preferred. Responsibilities include maintaining professionalism, multitasking, and providing exceptional attention to detail.

Contact: 8939899458

Email: hr.sdc@saveetha.com

27.Job Title: Front Office Executive

Company: Dr. Ahameds Apple LLP

Salary: ₹15,000 - ₹30,000 per month

Job Type: Full-time

Job Description:

We are looking for a compassionate Front Office Executive to manage patient registration, reception duties, scheduling, and communication in our hospital. You will greet patients, answer calls, schedule appointments, and maintain front office operations. The role requires excellent communication, organizational skills, and empathy. Experience in a healthcare setting is preferred.

Contact: 63697 35078

28.Job Title: HR Intern

Company: Imperium Management Solution

Salary: ₹6,000 - ₹10,000 per month

Job Type: Full-time, Permanent, Fresher

Job Description:

Imperium is seeking an HR Intern to assist in recruiting, including designing job descriptions, sourcing candidates, screening resumes, and conducting interviews. The role involves advertising job openings on various platforms and providing shortlists to hiring managers. Good communication skills and the ability to join immediately are required.

Contact: HR Alex, 6385143814

29.Job Title: HR Intern
Company: CAFSInfotech
Location: Chennai
Qualification: Any Degree
Duration: 3 Months
Internship Type: Paid
Timing: 9:30 AM - 6:30 PM

Job Description:

CAFSInfotech is looking for an HR Intern to assist with sourcing potential candidates through online career portals and job boards. Responsibilities include evaluating applications, screening candidates via calls, and facilitating pre-interview assessments.

Contact:

Jothika HR - 9042463801 (WhatsApp your resume)
Sivaprasad HR – 7845012972

30.Job Title: Receptionist
Company: Colan Infotech Private Limited
Location: Chennai, Tamil Nadu
Job Type: Full-time, On-site

Job Description:

Colan Infotech is seeking a Receptionist to manage office front desk responsibilities. The role includes answering and directing phone calls, distributing mail, and acting as the first point of contact for visitors. A good knowledge of MS Office and experience in office administration are required.

Required Skills:

- 1-3 years of experience
- Good communication skills
- Proficiency in MS Office

To Apply:

Send your resume to sushmitha.a@colanonline.com

31.Job Title: Junior Admin Executive / Associate General Admin
Company: Synthesis Healthcare Services LLP
Location: Sholinganallur, Chennai, Tamil Nadu
Job Type: Full-time, On-site (Night Shift)
Salary: ₹13,100 - ₹15,500 per month

Job Description:

We are looking for an MBA fresher to support day-to-day administrative tasks, including housekeeping, office coordination, inventory management, procurement, and scheduling. The

role involves overseeing employee amenities, managing transport and travel, and coordinating meetings. Strong organizational, communication, and multitasking skills are essential.

Contact: +91 9176332863

32. Job Title: Employment Operations Executive

Company: Verifitech Services

Location: Chennai, Tamil Nadu

Salary: ₹180K - ₹300K per year

Job Type: Full-time, On-site

Job Description:

Verifitech is seeking a detail-oriented Employment Operations Executive to manage and coordinate employment verification activities. Responsibilities include ensuring accurate background checks, maintaining records, and communicating with clients. Strong organizational skills, attention to detail, and proficiency in MS Office are required. A Bachelor's degree and 1-3 years of relevant experience are preferred.

To Apply:

Email: recruiter1@verifitech.com

33. Job Title: Senior HR Executive (Female)

Company: HR4Nation - India

Location: Chennai, Tamil Nadu

Salary: ₹25,000 - ₹30,000

Job Type: Full-time

Job Description:

HR4Nation is seeking a Senior HR Executive with 4-6 years of experience to manage HR activities. Responsibilities include recruitment, onboarding, HR policy implementation, payroll management, employee benefits, compliance, and conflict resolution. The role also involves managing employee relations and providing HR support.

Qualifications:

- MBA in HR
- 4-7 years of relevant HR experience
- Strong communication and interpersonal skills
- Immediate joiner

Email: hr4nation@gmail.com

35.Job Title: HR Recruiter
Company: Innovision Limited
Location: Chennai, Tamil Nadu (Remote Option)
Salary: ₹10,000 - ₹15,000
Job Type: Part-time

Job Description:

Innovision Limited is hiring an HR Recruiter responsible for sourcing, screening, and recommending candidates for various roles. Key tasks include conducting interviews, maintaining candidate pipelines, and coordinating with hiring managers. Proficiency in recruitment processes and talent acquisition is required. Strong communication, negotiation skills, and familiarity with HR regulations are essential.

Email: talent.acq@innovision.co.in

36.Job Title: HR Executive
Company: SalesNanny Solutions Private Limited
Location: Chennai, Tamil Nadu
Salary: Competitive, as per industry standards
Job Type: Full-time

Job Description:

SalesNanny Solutions is seeking an HR Executive with a degree in HR or MBA. Preferred candidates should have 1+ year of experience and prior managerial experience. Responsibilities include managing teams to improve recruitment and retention. Strong interpersonal skills, proficiency in English, Hindi, and Tamil, and familiarity with Zoho tools are a plus. Collaborative work culture with a 5-day workweek.

Contact: admin@salesnanny.com | +91 8072571725

37.Job Title: HR Recruiter (Female)
Company: ART Technologies
Location: Chennai
Salary: ₹13,000 - ₹18,000 INR
Experience: 0 - 2 years
Qualification: Any Degree
Key Skills: Recruitment, Communication, Candidate Sourcing
Languages: Telugu (Mandatory)

Job Description:

ART Technologies is hiring an HR Recruiter with 0-2 years of experience. Responsibilities include sourcing and screening candidates for various roles. The ideal candidate must be fluent in Telugu.

Contact: Mariya - 7200189717

38.Job Title: Front Office Executive

Company: Amtex Systems

Location: Siruseri SIPCOT IT Park, Chennai

Salary: 0-2.25 Lacs P.A

Experience: 0 - 2 years

Key Skills: Call Handling, Guest Relations, Invoice Handling, Housekeeping, Courier Handling, Stationery Management

Job Description:

Amtex Systems is hiring a Front Office Executive (Female only). Responsibilities include handling calls, managing guest relations, invoicing, courier handling, maintaining cleanliness, and ordering monthly requirements.

Contact: Sirin C - 9894277758

Interview: 30th December - 31st December, 10:00 AM - 1:00 PM at Amtex Towers, Sipcot, Siruseri.

