

1.HR Business Partner (HRBP) - Night Shift

QBSS Healthcare

Location: Chennai

Experience: 1-3 years

Key Responsibilities:

- Collaborate with business leaders to align HR strategies with goals.
- Support employee relations, performance management, and conflict resolution.
- Assist in recruitment, talent management, and workforce planning.
- Guide on compensation, benefits, and compliance.
- Provide HR support for night shift employees, focusing on welfare and fatigue management.

Interested candidates can share profiles to emmanuel.joachim@qbsshealth.com or contact 9791615499.

2.Regional Human Resource Manager

Akshay Software Technologies

Location: Chennai

Experience: 10-15 years (with 5+ years in leadership roles and 5+ years in NBFC domain)

Salary: 10-17 Lacs P.A.

Key Responsibilities:

- Formulate and execute HR strategies aligned with organizational goals.
- Develop and align HR policies; contribute to manpower planning and budgeting.
- Ensure timely recruitment, onboarding, and operational HR activities (attendance, payroll, compliance).
- Manage talent development, performance, and employee engagement.
- Oversee office administration and statutory compliance.

Qualification: MBA or equivalent in HR or related fields. Prior experience in NBFCs is essential.

Interested candidates can apply or send resumes to bhavana@akshay.com.

3.HR Recruiter - Work from Home

TAKECARE MANPOWER SERVICES PVT LTD

Location: Remote (Office in Chennai)

Experience: 0-2 years

Salary: 1-1.5 Lacs P.A. (Performance-based)

Key Responsibilities:

- Manage end-to-end recruitment process.
- Source candidates via job portals & social media.

- Conduct telephonic screenings, schedule interviews, and handle onboarding.

Required:

- MBA in HR.
- Excellent communication skills.
- Self-motivated, target-oriented, and team player.

Contact: 7200909052 for details.

**4.HR Head / HR Manager / Assistant Manager HR / Plant HR / Corporate HR
Iplace Consultant**

Locations: Chennai, Hyderabad, Pune, Bengaluru, Delhi/NCR, Mumbai

Experience: 25-31 years

Salary: 45-80 Lacs P.A.

Openings: 2

Key Responsibilities:

- Handle HR Generalist activities, recruitment, induction, payroll, and performance appraisals.
- Manage employee engagement, employee relations, and talent acquisition.
- Oversee HR operations, administration, attendance, leave, and offer letters.
- Drive non-IT hiring and ensure smooth onboarding processes.

Perks and Benefits: Open

Email:

Pooja Keshari – pooja@iplaceconsultant.co.in / business@iplaceconsultant.co.in

5.IT Recruiter (Domestic)

ManpowerGroup

Locations: Chennai, Hyderabad, Bengaluru, Mumbai

Experience: 3-6 years

Salary: 2.5-5 Lacs P.A.

Openings: 20

Key Responsibilities:

- Manage end-to-end domestic IT recruitment processes.
- Source and screen candidates via job portals and networks.
- Coordinate interviews and ensure smooth onboarding.
- Collaborate with hiring managers to fulfill staffing needs.

Requirements:

- Minimum 3+ years of experience in domestic IT recruitment.
- Immediate to 30-day notice period preferred.

Interested candidates can share resumes at paval.ramtake@in.experis.com.

6.HR Recruiter

Chemplast Sanmar

Location: Chennai

Experience: 3-6 years

Education: MSW / MBA (Preferably in Human Resources)

Openings: 1

Key Responsibilities:

- Manage end-to-end recruitment across varied functions such as Production, Sales, Quality, and Maintenance.
- Source candidates through job portals (Naukri), LinkedIn, and other platforms.
- Conduct interviews, negotiate compensation, and ensure timely position closures.
- Organize walk-in drives and travel to plant locations for recruitment activities.
- Prepare recruitment MIS reports.

Requirements:

- 4-6 years of experience, preferably in non-IT recruitment for engineering or chemical industries.
- Proficient in LinkedIn recruitment tools and job portals.

Interested candidates can share resumes at stk3@sanmargroup.com and NS52@sanmargroup.com.

7.Recruiter

Bright Path Consultancy Services LLP

Location: Chennai, Bengaluru, Mumbai (Hybrid)

Experience: 0–2 years

Salary: ₹1–2 LPA

Openings: 30

Job Description:

- Manage end-to-end recruitment for both freshers and experienced candidates.
- Source, screen, and shortlist profiles based on job requirements.
- Schedule interviews and coordinate with clients and candidates.
- Ensure smooth onboarding processes.

Requirements:

- Proficiency in Tamil, English, and Hindi.
- Excellent communication and interpersonal skills.
- Ability to handle multiple recruitment processes efficiently.

Contact: Arun HR – **6382078941**

8. Payroll Analyst

Company: Hale Human Capital

Location: Chennai

Experience: 3–6 years

Salary: Not Disclosed

Openings: 1

Job Description:

- Analyze employee data to identify trends, patterns, and insights.
- Support strategic decision-making through meaningful reports.
- Maintain and update the Employee CTC master report.

Contact: For more details, **WhatsApp: 7397174948**

9. Job Title: Recruitment Coordinator

Company: T2 Innovations

Location: Chennai (OMR)

Experience: 0–2 years

Salary: ₹50,000–2 Lacs P.A.

Job Description:

Seeking a proactive Recruitment Coordinator to assist in interview scheduling, job postings, resume screening, and maintaining ATS. Responsibilities include generating reports, supporting onboarding, and organizing recruitment events. Requires a Bachelor's in HR or related field, strong communication, MS Office proficiency, and multitasking skills.

Apply: Email solutions@t2innovations.com.

10. Job Title: Front Office Executive (Female Only)

Company: Hale Human Capital

Location: Chennai

Experience: 3–6 years

Job Description:

We are seeking a Front Office Executive to manage calendars, meetings, travel arrangements, and office operations. The candidate should have prior admin and front office experience, be fluent in English, Hindi, and Tamil, and possess excellent communication and appearance.

Contact: 7397174948

11.Job Title: Administration Officer

Company: Atchayam Trust

Location: Erode, Tamil Nadu

Salary: ₹25,000 per month

Job Type: Full-time

Schedule: Day shift

Job Description:

We are looking for an MBA-qualified Administrative Officer to manage daily operations of shelters, ensuring effective management and quality care. The role requires leadership, multitasking, and a passion for social service.

Key Responsibilities:

- Oversee shelter operations and ensure compliance with policies.
- Manage budgets, track expenditures, and prepare reports.
- Develop operational procedures and coordinate with stakeholders.
- Monitor programs and collaborate with healthcare and social workers.
- Foster a safe and inclusive environment.

Qualifications:

- MBA in Operations/Administration/General Management.
- 1+ year experience in administration, preferably in the non-profit sector.
- Strong organizational and leadership skills.
- Proficiency in MS Office and administrative tools.
- Commitment to social service and community welfare.

Contact: +91 9787800267

12.Job Title: HR Executive (Fresher)

Company: White Mastery Systems

Location: Chennai, Tamil Nadu

Salary: ₹15,000 - ₹20,000 per month

Job Type: Full-time | Permanent | Fresher

Schedule: Morning shift | Day shift | Fixed shift

Job Description:

We are hiring a motivated HR Fresher to support recruitment, onboarding, and HR operations. The ideal candidate should possess excellent communication and organizational skills, along with a passion for growth in the HR domain.

Key Responsibilities:

- Assist in sourcing, screening, and shortlisting candidates.
- Coordinate interviews and maintain applicant records.
- Manage onboarding processes, prepare offer letters, and conduct orientations.
- Maintain employee records and track attendance and leaves.

- Organize employee engagement activities and handle HR queries.

Qualifications:

- Bachelor's degree in HR, Business Administration, or related field.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint).
- Strong communication, interpersonal, and organizational skills.
- Positive attitude, adaptability, and willingness to learn.

Email: Send CV to hr@whitemastery.com

13.Job Title: Administration Officer

Company: Trupthi Catering Services

Location: Kovilambakkam, Chennai, Tamil Nadu

Salary: ₹15,000 - ₹1,80,000 per month

Job Type: Full-time | Permanent

Schedule: Day shift

Job Description:

We are looking for an organized and proactive **Administration Officer** to manage office operations and support executives. The ideal candidate should have excellent communication skills, organizational abilities, and attention to detail.

Key Responsibilities:

- Act as the primary point of contact for executives and clients.
- Manage calls, messages, and correspondence effectively.
- Schedule meetings, set reminders, and make travel arrangements.
- Take dictation, minutes, and handle data entry tasks.
- Monitor office supplies and negotiate with suppliers.
- Prepare reports, presentations, and documentation.
- Maintain filing systems for efficient record-keeping.

Qualifications:

- Excellent communication and interpersonal skills.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Strong organizational and multitasking abilities.
- Attention to detail and time management skills.

Contact: Call +91 8072481869

14.Job Title: HR Recruiter

Company: CII - Model Career Centre

Location: Guindy, Chennai, Tamil Nadu

Salary: ₹20,000 - ₹25,000 per month

Job Type: Full-time

Shift: Day shift

Job Description:

We are seeking an HR Recruiter to develop a pipeline of qualified candidates for open positions. Responsibilities include conducting interviews, reviewing resumes, and maintaining candidate pipelines. The ideal candidate should have strong organizational and interpersonal skills, effective communication, and a passion for recruitment. Meeting weekly quotas and exceeding goals is key.

Qualifications:

- Bachelor's/Master's degree
- 1+ year of recruiting experience
- Proficiency in Microsoft Office
- Strong communication and organizational skills

Benefits:

- Health insurance
- Provident Fund

To Apply: Send resume to ch.cii.mcc@gmail.com or contact **HR at 9042458926**.

15.Job Title: HR with NABH ISO Knowledge

Hospitality: COSH Multispeciality Hospital

Location: Tambaram, Chennai, Tamil Nadu

Salary: ₹15,000 - ₹25,000 per month

Job Type: Full-time, Permanent

Shift: Day shift, Morning shift

Job Description:

We are looking for an experienced HR professional with at least 2 years of experience in the hospital field. The ideal candidate should have knowledge of NABH and ISO standards. Responsibilities include managing employee relations, recruiting, and handling HR operations within the hospital setting.

Qualifications:

- Minimum 2 years of HR experience in the hospital industry
- Knowledge of NABH and ISO standards
- Strong employee relations and recruiting skills

Benefits:

- Provident Fund

How to Apply:

Call **Mr. Arjun** at **9841812721** to apply.

16.Job Title: HR Executive

Company: RASI PRINTER'S LLP, Perundurai, Tamil Nadu

Job Type: Full-time, Permanent, Fresher

Salary: From ₹15,000/month

Key Responsibilities:

- Employee relations and compliance management
- HR functions and employee management
- Handle day-to-day HR operations and assist in maintaining a positive work environment

Benefits:

- Health insurance, life insurance, provident fund
- Flexible schedule, cell phone, and internet reimbursement
- Paid time off, leave encashment, yearly bonus

Requirements:

- Bachelor's degree (preferred)
- English proficiency
- Microsoft Office experience (preferred)

Immediate Joiners Only

Contact: 9943668291

17.Job Title: HR Head

Company: Maatrom HR Solution, Virudhunagar, Tamil Nadu

Job Type: Full-time

Salary: ₹70,000 - ₹85,000/month

Key Responsibilities:

- Oversee payroll management, ensuring accuracy and compliance with statutory regulations
- Develop and manage performance appraisal systems
- Ensure compliance with labor laws and company policies
- Maintain confidential employee records
- Identify training needs and coordinate employee development initiatives

Requirements:

- Any degree
- 18+ years of experience in HR

Schedule:

- Morning shift, Day shift

Contact:

Email: saranya@maatromsolution.com

Phone: 8939269459

18.Job Title: Senior US IT Recruiter

Company: VDart Inc., Tiruchirappalli, Tamil Nadu

Job Type: Full-time, On-site

Location: Trichy, India

Experience Required: 2-5 years

Shift Timings: US Timings (6.30 PM - 3.30 AM)

Key Responsibilities:

- Handle IT recruitment processes for the US market
- Source and screen candidates for various IT roles
- Coordinate with clients and candidates for interview schedules
- Ensure timely and effective recruitment for open positions

Requirements:

- Minimum 2 years of proven experience in US IT recruitment
- Strong understanding of IT recruitment processes
- Immediate joiners or candidates with up to 30 days notice period preferred
- Candidates must be willing to relocate to Trichy

How to Apply:

Email your resume/portfolio to:

Rajesh N.

Email: rajesh.n@vdartinc.com

19.Job Title: IT Recruiter - USA

Company: Ampstek, Thoraipakkam, Chennai

Job Type: Full-time, On-site

Location: Chennai, Tamil Nadu

Experience Required: 2-4 years

Key Responsibilities:

- Source and recruit IT professionals across various industries using job boards, social media, referrals, and networking
- Screen candidates to assess technical skills, qualifications, and cultural fit
- Schedule technical interviews with hiring managers or technical leads
- Build and maintain strong relationships with candidates, clients, and hiring managers
- Post job descriptions and advertise openings through targeted channels

How to Apply:

Email your resume to:

Sheik Rashmi S

HR Executive & Admin

Email: chennai.hr@srsinfoway.com

Phone: 8122294748

20.Job Title: HR Executive / Associate / Senior Associate - Talent Acquisition

Company: Movate Technologies, Chennai

Job Type: Full-time, Walk-in Interview

Location: Ambattur, Chennai

Experience Required: 1-5 years

Key Responsibilities:

- Source, screen, and interview candidates for various roles
- Collaborate with hiring managers to meet talent needs
- Manage the end-to-end recruitment process

Requirements:

- Any degree
- Proven experience in BPO hiring (mandatory)
- Hands-on experience in volume hiring
- Strong communication skills
- Ability to thrive in a fast-paced environment

Interview Details:

Dates: 30-Dec-24 to 8-Jan-24

Time: 10 AM to 5 PM

Venue: Movate Technologies, Ground Floor, #32 A&B, Ambit IT Park, Ambattur, Chennai

Contact: Nikhil (WhatsApp Only) - 7305620366

Email: nikhil.dhansinghmohita@movate.com

21.Job Title: HR Recruiter

Company: Sansintelli Business Solution

Job Type: Full-time, Walk-in Interview

Location: Madurai

Experience Required: Freshers

Key Responsibilities:

- Understand clients' hiring needs and attract suitable candidates through job portals, social media, etc.
- Conduct interviews and assess candidates' skills, knowledge, and experience for job fitment
- Submit candidates to clients and provide recruitment reports
- Promote the company as an attractive employer

Requirements:

- Bachelor's degree in electrical/electronics/instrumentation/mechanical or MBA in HR with a technical degree
- Excellent communication and interpersonal skills

Interview Details:

Time: 10:30 AM

Contact: Bastina Renita J, HR Recruiter

Phone: 6379866831

22.Job Title: Indian Accounting & US Payroll Lead

Company: Itbridge Technologies, Chennai

Job Type: Full-time

Experience Required: 5-8 years

Salary: ₹4-6.5 Lacs per annum

Key Responsibilities:

- Indian Accounting: Payroll processing, EPF, ESIC returns, TDS, Accounting, Balance Sheet, P&L, Payment Processing, Account Receivable, GST
- US Payroll: Lead US payroll operations, ensuring accuracy and compliance

Requirements:

- Minimum 5-7 years of experience in Indian Accounting
- Minimum 6-7 years in US Payroll
- Immediate joiners preferred

Contact: Reach out to +91 9994849621

