

1. Company: Visionary Recruitment Services

Job Title: HR Recruiter

Location: Chennai (Padi, Anna Nagar, Villivakkam)

Salary: ₹15,000 per month

Job Description:

We are seeking female fresher candidates with HR intern experience for the role of HR Recruiter. Responsibilities include sourcing and screening candidates, conducting interviews, managing the hiring process, and collaborating with hiring managers. Strong communication, organizational skills, and knowledge of HR practices are required. FEMALE FRESHER CANDIDATES WITH HR INTERN EXPERIENCE APPLY

Contact: 9655777159

2. Company: Iplace Consultant

Job Title: HR Recruiter (Fresher - Female)

Location: Chennai, Kolkata, Hyderabad, Pune, Ahmedabad, Solapur, Bengaluru, Delhi/NCR, Mumbai

Salary: ₹2-5 Lacs per annum

Job Description:

We are looking for a fresher female candidate with an interest in HR and recruitment. Responsibilities include sourcing and hiring candidates, managing recruitment processes, and handling administrative tasks. Knowledge of Excel, hiring, and BPO operations is a plus. An MBA in Marketing or HR is preferred.

Email: jobs3.iplace@gmail.com (Pooja Keshari)

3. Company: Krimon Consulting

Job Title: Human Resource Recruiter

Location: Chennai

Experience: 3-5 years

Salary: Not Disclosed

Job Description:

We are hiring for an HR Recruiter with 3+ years of experience in both IT and Non-IT recruitment. Experience in the construction/engineering field and sales hiring is a plus. The role involves sourcing, screening, and hiring candidates for various positions. Strong communication and recruitment skills are required.

Time & Venue:

28th December - 6th January, 10:00 AM - 5:30 PM

Krion Consulting Pvt Ltd, 21B, South Phase Industrial Estate, Guindy, Chennai 600032, India

Contact: Meena (9629941702)

4. Company: Culminant Outlook

Job Title: IT Recruiter

Location: Tiruchirapalli

Experience: 1-6 years

Salary: ₹1-3 Lacs per annum

Job Description:

We are hiring an IT Recruiter for our Trichy office. Responsibilities include sourcing, screening, conducting interviews, and assessing candidates for FTE or C2H positions. Experience in recruitment, strong communication, negotiation, and interpersonal skills are required. Familiarity with ATS and recruitment software is a plus.

Walk-in Interview:

Date: 30th Dec 2024 to 3rd Jan 2025

Venue: Culminant Outlook, 2nd Floor, PLA Kanagu Towers, 11th Cross East Road, Thillainagar, Trichy 620018

Email: kumarakannan@culminantoutlook.com

5. Company: AFT Recruiters

Job Title: VP HR Head - Offshore Business

Location: Chennai

Experience: 10-20 years

Salary: ₹10-20 Lacs per annum

Job Description:

We are hiring a VP HR Head for our Offshore Business. Responsibilities include leading HR functions like recruitment, staffing, benefits, compliance, employee relations, talent acquisition, and employee engagement. The role involves executing HR strategies, managing talent, conflict resolution, and ensuring employee satisfaction.

Email: deepikawad.aftrecruiters@gmail.com

6. Company: Culminant Outlook

Job Title: IT Recruiter

Location: Chennai

Experience: 1-6 years

Salary: ₹1-3 Lacs per annum

Job Description:

We are hiring an IT Recruiter in Chennai. Responsibilities include sourcing candidates, conducting screenings, interviews, and assessments, and collaborating with hiring managers. The role involves managing offers, market research, maintaining candidate databases, and supporting onboarding. A Bachelor's degree in HR or Business, along with 1+ years of recruiting experience (FTE or C2H), is preferred.

Email: naren@culminantoutlook.com

7. Company: Sansintelli Business Solution

Job Title: Administration/Cashier Executive

Location: Madurai

Salary: ₹1.5-2.5 Lacs per annum

Experience: 4-9 years

Job Description:

We are hiring an Administration/Cashier Executive for House of Paneer. Key responsibilities include managing store stock reconciliation, handling bank deposits and cash management, and coordinating administrative tasks. The role also involves managing cash, procurement, vendors, maintaining accurate records, and negotiating for better pricing.

Contact: 9962585803

8. Company: Lead Hr Services

Job Title: Admin Executive

Location: Chennai

Salary: ₹1.25-2.5 Lacs per annum

Experience: 1-3 years

Job Description:

We are hiring an Admin Executive for our manufacturing client. Key responsibilities include managing daily administrative tasks, overseeing office supplies, coordinating housekeeping, managing vendor relationships, handling event coordination, maintaining records, processing vendor bills, and supervising cafeteria management. The role also includes supporting team operations and ensuring compliance with organizational policies.

Contact: Prachi, 8009722626

Email: leadhrspl@gmail.com

9. Company: Achievers Spot**Job Title:** Female Academic Counselor**Location:** Chennai**Salary:** ₹3-3.5 Lacs per annum**Experience:** 0-1 year**Job Description:**

We are hiring a Female Academic Counselor to guide Life Science and Paramedical graduates. Key responsibilities include counseling students about training modules, explaining the training process, providing career guidance, maintaining student databases, and scheduling interviews with healthcare MNCs.

Candidate Profile:

- Female graduate with excellent communication in Tamil and good English skills
- Age: 18-32
- Good convincing and marketing skills
- Basic computer knowledge

Contact: HR Lavanya, 9566157632**10. Company: Aham Global Business****Job Title:** Education Counsellor**Location:** Coimbatore (R.S. Puram)**Salary:** ₹2-3 Lacs per annum**Experience:** 0-1 year**Openings:** 10**Job Description:**

Advise and guide students on overseas study options. Help students select suitable courses, universities, and destinations based on their academic background and career goals.

Candidate Profile:

- Malayalam-speaking candidates preferred
- Strong communication and interpersonal skills
- Passionate about student counseling and overseas education

Interview Details:

Time: 27th Dec - 5th Jan, 9:30 AM - 5:30 PM

Venue: 163b, 3rd Floor, Udhay Enclave, R.S. Puram, Coimbatore

Contact: Sam John, 8248283878

11.Company: TAKECARE MANPOWER SERVICES PVT LTD

Job Title: HR Recruiter - Work from Home

Location: Remote (Hiring office located in Chennai)

Salary: ₹1-1.5 Lacs per annum (Performance-based)

Experience: 0-2 years

Openings: 20

Job Description:

Responsible for end-to-end recruitment, including sourcing from job portals and social media, telephonic screening, interview scheduling, and onboarding. Must work independently, be self-motivated, and target-oriented.

Required Profile:

- MBA in HR
- Excellent communication skills
- Willing to work independently
- Team player

Perks:

Incentives available

Contact: 7200909052

12.Company: Culminant Outlook

Job Title: IT Recruiter

Location: Coimbatore

Salary: ₹1-3 Lacs P.A.

Experience: 1-4 years

Openings: 1

Job Description:

- Source and attract candidates via job boards, social media, networking, and referrals.
- Conduct screenings, interviews, and assessments to evaluate skills and fit.
- Collaborate with hiring managers to create recruitment strategies.
- Manage the offer process and assist with onboarding.
- Maintain candidate info in ATS and build strong client and candidate relationships.

Qualification:

- Any Bachelor's degree in HR, Business, or related field.
- 1+ years of recruiting experience, preferably in FTE/C2H positions.

Email: praveen@culminantoutlook.com

13.Company: Lead HR Services

Job Title: Talent Acquisition Specialist

Location: Chennai (Arumbakkam)

Experience: 1-3 years

Openings: 2

Job Description:

- Source and attract qualified candidates for open positions.
- Coordinate interviews and manage the hiring process.
- Collaborate with hiring managers to understand staffing requirements.

Preferred Candidate Profile:

- Experience in the Pharma or Medical industry is preferred.

Contact: team@leadhr.net | 7358600733

14.Company: Link K Insurance TPA Pvt Ltd

Job Title: Admin Executive - Female

Location: Siddhapudur, Coimbatore, Tamil Nadu

Experience: 1-3 years

Salary: Up to ₹20,000/month

Job Type: Full-time

Job Description:

- Manage office administrative facilities and ensure availability of daily requirements.
- Maintain efficient documentation and filing systems.
- Handle housekeeping, security, pantry, and assets management.
- Oversee general admin tasks like stationery stock, petty cash, and miscellaneous functions (newspapers, magazines, couriers).

Preferred: Married candidates

Email: hr.vasanth@linkktpa.com

15.Company: O2 Health Studio (Savera Industries)

Job Title: Assistant Manager - Front Office

Location: Nungambakkam, Chennai, Tamil Nadu

Salary: ₹15,000 - ₹25,000/month

Job Type: Full-time, Permanent

Job Description:

- Support membership sales and promotional activities.
- Collaborate with marketing for social media content and gym promotions.
- Manage daily operations, cleanliness, and safety of facilities.
- Oversee gym equipment maintenance and stock management.
- Address member inquiries, complaints, and build member loyalty.
- Prepare reports and handle administrative tasks.

Requirements:

- Bachelor's degree, 2-5 years of experience in gym or service industry, strong leadership, MS Office proficiency.

Email: hr@o2healthstudio.com | **Call:** 9500565922

16. Company: Sangamam Matriculation School

Job Title: Admin Head

Location: Udagamandalam, Tamil Nadu

Salary: ₹15,000 - ₹30,000/month

Job Type: Full-time

Job Description:

- Oversee and manage all administrative tasks.
- Coordinate efficiently with academic departments.
- Strong organizational and communication skills required.
- Handle multiple responsibilities with efficiency.

Requirements:

- Preference for Nilgiris natives.
- Ability to manage tasks in a dynamic environment.

To Apply: Send CV to santhanakrishnan@mcganarch.com or call +91 8489929816.

17. Company: Flexzo HR Services Pvt Ltd

Job Title: Non-IT Recruiter (White Collar)

Location: Chennai, Tamil Nadu

Job Type: Full-time

Key Responsibilities:

- End-to-end recruitment across industries.

- Source candidates via job portals, social media, and referrals.
- Coordinate with clients to meet hiring requirements.
- Conduct interviews and ensure timely closures.
- Prepare recruitment reports.

Skills Required:

- Strong experience in Non-IT recruiting.
- Team handling & client management.
- Bulk hiring & lateral hiring experience.
- Good communication skills.

To Apply: Send resume to hr@flexzo.in or call 7305968041.

18.Company: Maatrom Hr Services


Job Title: HR Generalist


Location: Salem, Tamil Nadu (WFO)

Experience: 3+ years

Key Responsibilities:

- Manage end-to-end recruitment, payroll, and employee relations.
- Handle compliance with labor laws and HR policies.
- Maintain HR records and reports in HRIS systems.
- Oversee onboarding, training programs, and employee development.
- Process payroll, benefits, and resolve discrepancies.

 **Apply:** yaswanth@maatrommhrservices.com

 **Contact:** 8939830742

19.Company: VIVA IT India (Savvysoft Technologies)

Job Title: US Staffing Lead (ARM)


Location: Chennai/Coimbatore (Night Shift)

Experience: 12+ Years

Key Responsibilities:

- Analyze client job descriptions and source resumes via Dice, Monster, etc.
- Qualify candidates on skills, availability, pay rates, and visa types.
- Coordinate interviews, finalize pay rates, and manage ATS entries.
- Ensure quality submissions, documentation, and onboarding processes.

 **Apply:** sideshm@viva-it.com

 **Contact:** 9600272973

20.Job Title: Freelance Recruiter (Work from Home)

Location: Remote (India)

Experience: 2+ Years

Key Responsibilities:

- Source candidates for IT & Non-IT roles (Mid/Senior levels).
- Interact with clients and HR heads as required.
- Conduct headhunting and manage end-to-end recruitment.
- Work a minimum of 5–6 hours daily with flexible timings.

Call: 7406622223

21.Company: VIVA IT India (Savvysoft Technologies)

Job Title: Recruiting Manager - US Staffing

Location: Chennai / Coimbatore (On-site)

Shift: Night Shift Only

Experience: 8–12 Years

Key Responsibilities:

- Analyze job descriptions and source resumes via job portals.
- Qualify candidates for skills, availability, and visa types.
- Negotiate pay rates and format resumes as per client needs.
- Coordinate interviews and onboarding.
- Ensure targets and performance metrics are met.

Email: deepakbd@viva-it.com

22.Company: Credible Corporate Services Private Limited

Job Title: Senior HR - Statutory Compliance

Location: Chennai, India

Experience: 8+ Years

Key Responsibilities:

- Manage payroll and statutory compliance (EPF, ESIC, PT, LWF, Gratuity, Bonus).
- Ensure timely statutory payments and filings.

- Conduct audits to maintain legal compliance.
- Address employee queries and support HR operations.
- Collaborate with Finance for payroll reconciliation.

Apply: Send resume to **hrm@crediblecs.com** with subject: *Senior HR Application - [Your Name]*

