

1.Job Title: HR Manager - Business Operations
Company: Conserve Solutions, Chennai (Kottivakkam, OMR)
Experience: 10–18 years

Job Description:

We seek an HR Manager to drive HR strategies, employee engagement, and workforce planning. Responsibilities include talent management, compliance, and HR process improvements. Partner with leaders to shape organizational culture and manage HR initiatives effectively.

Qualifications:

- Bachelor's/Master's degree
- 8+ years in HR operations & business partnership
- Strong communication, leadership, and multitasking skills

Email: syedmohamedimran.sf@conservesolutions.com

2.Job Title: HR Operations Executive (Male - Night Shifts)
Company: Saisystems Technology, Chennai
Experience: 2–6 years

Job Description:

We are hiring a **Male HR Operations Executive** for night shifts. Responsibilities include managing employee lifecycle processes—onboarding, orientation, offboarding, payroll coordination, compliance, and maintaining HRIS data. Generate reports, analyze HR data, and ensure timely payroll processing.

Qualifications:

- 3+ years in HR operations
- Proficiency in MIS, reporting, and communication
- Flexible for night shifts
- Notice period: 1 month or less

Contact: Selva Jhansi C – 7358703371

3.Job Title: Facility Management - Help Desk
Company: MIOT International, Chennai (Ramapuram)
Experience: 2–7 years

Job Description:

We are hiring for Facility Management - Help Desk roles. Responsibilities include coordinating with floor executives and departments, updating complaints in the system, and maintaining checklists.

Key Requirements:

- Excellent coordination and communication skills
- Proficiency in maintaining records and reports
- Ability to handle complaints and ensure timely updates

Walk-In Interview Details:

Date: 30th Dec - 8th Jan (Mon-Fri)

Time: 9:30 AM - 12:00 PM

Venue: MIOT International, 4/112, Mount Poonamallee Rd, Sathya Nagar, Manapakkam, Chennai, Tamil Nadu 600089.

Contact:

- **Phone:** 044 42002288 (Extn: 4004)
- **HR Contact:** 7299023900

4.Job Title: HRBP (Male Candidates - Night Shift)

Company: iOPEX, Chennai

Experience: 2–5 years

Salary: ₹3–8 LPA

Job Description:

We are hiring **Male HRBP candidates** for night shifts (6:30 PM to 3:30 AM).

Responsibilities include talent management, process improvements, policy implementation, employee engagement, conducting orientations, and training new hires. Serve as a liaison between employees and employers while managing MIS and database records.

Key Requirements:

- 2+ years of HRBP experience
- MBA/MSW in HR (Mandatory)
- Proficiency in MIS, database maintenance, and communication
- Willingness to work night shifts

Contact Details:

- **Email:** anointyflorence.p@iopex.com
- **Phone:** 8807143394

5.Job Title: HR Specialist

Company: Electrical Industry (Posted by Lead HR Services)

Location: Chennai

Experience: 5–9 years

Salary: ₹9.5–11 LPA

Job Description:

We are hiring an **HR Specialist** with expertise in HR fundamentals, process training, employee relations, performance management, career development, talent assessment, and retention strategies.

Qualifications:

- **MHRM** from an accredited university or college
- Preferably **MLM/MSW (HR)** with at least 4 years of HR Generalist experience

Key Skills:

- Employee Relations
- Talent Acquisition and Retention
- Performance and Career Management

Contact Details:

- **Email:** careers@leadhr.net
- **Phone:** 99406 32343

6.Job Title: US Healthcare Recruiter

Company: Vee Healthtek, Chennai

Experience: 1–4 years (Medical Coding Recruitment)

Salary: Up to ₹35,000 CTC

Location: Chennai (WFO)

Job Description:

Seeking a **US Healthcare Recruiter** with expertise in medical coding recruitment.

Responsibilities include sourcing candidates, screening resumes, coordinating interviews, and managing end-to-end recruitment. Strong knowledge of US healthcare staffing, excellent communication, negotiation, and relationship management skills required. Immediate joiners preferred.

Contact:

- **Ramesh - HRD**
- **Phone:** 9443238706
- **Email:** ramesh.m@veehealthtek.com

7.Job Title: HR Executive and Generalist

Company: Tasa Consulting and IT Services

Location: Tiruchirapalli

Experience: 0–5 years

Openings: 4

Job Description:

Looking for **Freshers and HR Generalists** with expertise in IT recruitment, payroll, ESI & PF, documentation, policy creation, grievance handling, employee engagement, appraisals, and incentives. Responsibilities include sourcing candidates, eligibility screening, and managing HR operations.

Contact:

- **Name:** J Kathirvelu - HR Executive
- **Phone:** 6380466499
- **Address:** TABS Complex, 1st Floor, Williams Rd, Cantonment, Tiruchirappalli, Tamil Nadu 620001

8.Job Title: Assistant Manager / Deputy Manager - HR

Company: Indian-Based Fabrication Industry

Location: Tiruchirapalli

Experience: 5–10 years

Openings: 1

Job Description:

Seeking HR professionals with **8+ years of experience in General HR, Recruitment, Payroll, HRM, Administration, and Statutory Compliance**. Candidates from **automotive or manufacturing industries** preferred.

Qualifications:

- **Education:** MBA or MSW
- **Notice Period:** Short notice preferred
- **Salary:** Negotiable

Contact Details:

- **Email:** lifeturnmgmt6@gmail.com
- **Phone:** 7358656750

9.Job Title: Executive - HR & Admin

Company: Botberry Solutions

Location: Kovilambakkam, Chennai

Experience: 0–3 years

Openings: 2

Job Responsibilities:

- **Recruitment:** Manage resource requests, schedule interviews, and contact candidates.
- **HR Operations:** Maintain employee records, monitor attendance, and manage timesheets.

- **Inventory Management:** Track stock levels, raise alerts, and follow up on billing.
- **Office Administration:** Oversee daily office operations, vendor coordination, and events.

Preferred Skills:

- Proficiency in **Microsoft Office (Outlook, Word, Excel)**.
- Strong **communication skills**.
- Prior experience in **HR and Admin** functions is a plus.

Qualifications:

- **Bachelor's degree** in HR, Business Administration, Finance, or a related field.
- **1–3 years** of experience preferred.

Walk-in Details:

- **Dates:** 30th–31st December
- **Time:** 10:00 AM – 1:30 PM
- **Venue:** 4/125, BOTBERRY SOLUTIONS, FIRST FLOOR, S.KOLATHUR MAIN ROAD, VIDUTHALAINAGAR, 50 MTS FROM RADIAL ROAD & NEAR NRP MAHAL, KOVILAMBAKKAM, CHENNAI – 600129
- **Contact Person:** Bhuvan (7200250268)

10.Job Title: HR Manager

Company: Workfreaks Business Services

Location: Chennai

Experience: 0–5 years

Salary: 2–4 Lacs P.A.

Openings: 20

Job Responsibilities:

- **Career Counselling:** Guide fresh graduates and working professionals to help them achieve their career goals.
- **Recruitment:** Understand client hiring needs and manage the end-to-end recruitment process.

Preferred Skills:

- Strong communication skills.
- Passionate about career guidance and recruitment.

Walk-in Details:

- **Dates:** 30th–31st December
- **Time:** 9:30 AM – 5:30 PM

- **Venue:** 1st Floor, Vikatan Building, 757, Vasan Ave, Anna Salai, Thousand Lights, Chennai, Tamil Nadu – 600002
- **Contact Person:** Saikishore (9840328351)

11.Position: HR Recruiter (Non-IT)

Company: Dr. JRK's Research and Pharmaceuticals Pvt Ltd

Location: Abhiramapuram, Chennai

Experience: 3-6 years

Salary: 2-3.5 Lacs P.A.

Job Responsibilities:

- Collaborate with hiring managers to understand recruitment needs.
- Manage end-to-end recruitment, including sourcing, screening, and onboarding.
- Post job ads on portals and networks.
- Conduct initial telephonic interviews to assess candidate suitability.
- Maintain candidate records and provide feedback.

Qualification: Any Graduate

Perks: Bonus, Medical Insurance, Other Allowances

Contact: 9094200201

12.Position: Commission-based HR Recruiter (Work from Home)

Company: TAKECARE MANPOWER SERVICES PVT LTD

Location: Remote (Hiring office located in Chennai)

Experience: 0-2 years

Salary: 1-2.5 Lacs P.A. (Performance-based)

Job Responsibilities:

- End-to-end recruitment process: Sourcing, screening, interview scheduling, and onboarding.
- Understand client requirements and source candidates via job portals & social media.
- Work independently, meet targets, and demonstrate self-motivation.
- Duty Hours: 9 AM - 4 PM.

Qualification: MBA HR, Excellent communication skills.

Perks: Incentives available.

Contact: 7200909052

13.Position: Finance / HR Executive

Company: Glapod Tech Private Ltd

Location: Hosur, Tamil Nadu

Key Responsibilities:

- Manage financial operations, including GST filing and payroll processing.
- Handle HR functions such as recruitment, employee engagement, and policy implementation.
- Ensure compliance with statutory and financial regulations.
- Work with Odoo/Zoho CRM for data management (preferred).

Qualifications:

- CA Inter preferred, or B.Com/M.Com graduates.
- 5+ years of experience in finance and HR roles.
- Proficiency in GST filing and financial software.
- Knowledge of Odoo/Zoho CRM is a plus.

Perks:

- Competitive salary
- Career advancement opportunities

To Apply: Email resume to hr@glapod.com or contact via WhatsApp at 9447228444.

14.Position: Receptionist/Administrator

Company: S.R. Enterprises

Location: Kottivakkam, Chennai, Tamil Nadu

Key Responsibilities:

- Front office admin tasks with room and food accommodation.
- Office timing: 8:30 AM to 10:00 AM & 4:00 PM to 11:00 PM.
- Good computer knowledge, especially in Excel.

Qualifications:

- Diploma (preferred).
- 1+ year experience (preferred).
- Tamil language skills preferred.

Salary: ₹8,000 - ₹12,000 per month.

Benefits: Food, health insurance, leave encashment.

Contact: 7904922833

15.Position: Office Assistant

Company: M/S Rank Projects and Development Pvt Ltd

Location: Saidapet, Chennai, Tamil Nadu

Key Responsibilities:

- Handle end-to-end office assistance work.
- Office hours: Monday to Saturday, 9:00 AM to 6:30 PM.

Qualifications:

- 1-2 years of experience.
- 12th pass preferred.

Salary: ₹12,000 - ₹15,000 per month.

Contact: hr.operations@rankprojects.com

Phone: 8925819641

16.Position: Admin Manager

Company: Amethyst International School

Location: Chennai, Tamil Nadu

Key Responsibilities:

- Monitor school administration processes.
- Support in business development.
- Manage day-to-day school operations.

Qualifications:

- Relevant degree required.
- 2+ years of experience or fresher.

Salary: ₹20,000 - ₹30,000 per month.

Contact: 8939288711

17.Position: HR Executive

Company: Digital Finserv Technologies

Location: Saidapet, Chennai, Tamil Nadu

Key Responsibilities:

- Assist in HR operations including hiring, onboarding, and joining formalities.
- Manage post-joining activities: issuance of appointment letter, ID cards, etc.

- Handle exit formalities such as resignation, exit interviews, and full & final settlement.

Qualifications:

- Graduate (preferably female).
- Excellent communication skills.

Salary: ₹20,000 - ₹25,000 per month.

Benefits: Cell phone reimbursement, health insurance, internet reimbursement.

Contact: +91 98669 18017

18.Position: US Recruiter

Company: Techolution

Location: Remote

Hours: 6:30 PM IST to 3:30 AM IST

Contact: tejashree.patil@techolution.com | +91-98669 18017

Key Responsibilities:

- Full life-cycle recruiting in US IT Staffing.
- Expertise in Full-Time, W-2 contracts, and contract-to-hire placements.
- Source and shortlist candidates using job boards, LinkedIn, and references.
- Experience with technical recruiting (UI/UX, AI, Backend, Frontend, etc.).

Required: Bachelor's in HR, exceptional communication, and technical understanding.

19.Position: Recruitment Manager

Company: TNCD (Town and City Developers)

Location: Coimbatore, Tamil Nadu

Email: hr@townandcitydevelopers.com

Job Overview:

- Manage end-to-end recruitment: sourcing, screening, interviewing, and selecting candidates.
- Head hunt and attract passive candidates.
- Experience in bulk hiring for real estate/construction industry preferred.
- Strong communication, interpersonal, and team handling skills.
- Bachelor's degree in HR or related field.
- 7-10 years of experience.

20.Position: Human Resources Director
Company: Sharadha Terry Products Pvt Ltd
Location: Coimbatore, Tamil Nadu
Email: Sindhu.c@townandcitydevelopers.com

Job Overview:

- Develop and implement HR strategies aligned with company goals.
- Oversee talent acquisition, employee relations, performance management, compensation, and benefits.
- Lead learning and development initiatives.
- Ensure compliance with employment laws and regulations.
- 20+ years of HR experience required, with expertise in strategic HR development, employee engagement, and leadership.

21.Position: Admin Assistant (Preferred Female)
Company: Deceler Vibrotek Controls Pvt Ltd
Location: Chennai, Tamil Nadu
Salary: ₹8,000 - ₹12,000 per month
Contact: Santosh (Manager - HR) | 9994180599 | hr@deceler.in

Job Overview:

- Handle all administrative activities.
- Maintain office records and files.
- Manage material purchasing and office maintenance.
- Support in daily administrative tasks.
- Full-time, on-site position at the Chennai office.

Website: www.deceler.in

22.Position: Recruiter
Company: Town and City Developers
Location: Coimbatore, Tamil Nadu
Email: sindhu.c@townandcitydevelopers.com

Job Overview:

- Source candidates via job portals, LinkedIn, and networking.
- Screen and assess candidates for suitability.
- Manage end-to-end recruitment processes.
- Build and maintain a talent pipeline.
- Collaborate with hiring managers for recruitment strategies.
- Ensure compliance with hiring laws.
- Mid-level position requiring 4-6 years of experience in recruitment.

23.Position: Employment Operations Executive

Company: Verifitech

Location: Chennai, Tamil Nadu

Contact: recruiter1@verifitech.com

Job Overview:

- Oversee employment verification processes.
- Ensure accuracy and timeliness of verification reports.
- Communicate with clients and gather necessary information.
- Conduct interviews to validate employment history.
- Maintain and update verified employment records.
- Collaborate to improve operational efficiency.
- Requires 1-3 years of experience in employment operations.

24.Position: Freelance Recruiters (Non IT/Engg - Work from Home - Fixed + Incentives)

Company: Sansintelli Business Solution

Location: Remote (Office in Chennai)

Experience: 3-10 years in recruitment

(Engineering/R&D/Embedded/Production/Manufacturing sectors)

Salary: Fixed + 20-30% commission on billing value

Job Overview:

- Source candidates via Naukri, LinkedIn, and other job portals.
- Work with German MNC clients.
- Maintain recruitment reports and metrics.
- Work hours: 9 AM to 6 PM, Monday to Friday.
- Own laptop required, phone/internet reimbursed.

Email: mani.s@sansintelli.com

WhatsApp: 9962585803

25.Position: Executive - Talent Acquisition

Company: Omega Healthcare

Location: Bangalore/Chennai

Experience: 6 months to 3 years

Shift: Day

Gender: Male candidates only

Immediate Joiners Preferred

Job Overview:

- Coordinate with hiring managers to identify staffing needs.
- Source candidates through social platforms, professional networks, and job fairs.
- Conduct interviews and assessments, manage candidate data using ATS.

- Foster long-term relationships with candidates.
- Bulk & volume hiring experience mandatory.

Email: kripa.manikandan@omegahms.com

26.Position: HRBP

Company: Nexinfo India

Location: Chennai (Taramani)

Experience: 5-10 years

Salary: ₹8.5-12 Lacs P.A.

Shift Timings: 02:30 PM to 12:00 AM (Cab pick-up, drop, and dinner provided)

Job Overview:

- Manage complete employee lifecycle: onboarding, payroll, performance reviews, offboarding, and settlements.
- Partner with senior management to address talent needs and create employee engagement programs.
- Implement HR programs, policies, and ensure compliance.
- Prepare and present company-wide reports (MIS, attrition analysis).

Email: bhagyalakshmi.selvam@nexinfo.com

