

1.Job Title: HR Executive (Fresher) – Female Only

Location: Velachery, India

Company: Besant Technologies

Salary: ₹12,000 – ₹15,000/month

Job Type: Full-time, Permanent, Fresher

Requirements:

- Good communication skills in English.
- Team adaptability.
- Any degree except Engineering.

Benefits:

- Cell phone reimbursement.
- Bonuses (performance, quarterly, yearly).
- Shift allowance and commission pay.

Contact: Mohamed Ismail – 7550016337

2.Job Title: HR Intern

Location: Coimbatore, India

Company: Techvolt Software Pvt. Ltd

Stipend: ₹5,000/month

Duration: 3–6 months

Eligibility:

- Bachelor's or Master's in Human Resources.
- Excellent communication and problem-solving skills.

Responsibilities:

- Training in IT recruitment and payroll calculation.
- Learning HR policies and labor laws.

Apply: Send resumes to kabila@techvoltcoimbatore.com

3.Job Title: HR Manager

Location: Salem, Tamil Nadu

Company: Kryptos Rebar Estimation and Detailing Services

Salary: ₹18,000 – ₹22,000/month

Job Type: Full-time

Requirements:

- Bachelor's degree (required).
- Excellent communication and interpersonal skills.
- Strong leadership, problem-solving, and organizational abilities.
- Knowledge of employment laws and HR policies.

Benefits:

- Health insurance, PF, leave encashment, and performance bonus.

Contact: 9159155979

4.Job Title: Administration Executive

Location: Gandhipuram, Coimbatore, Tamil Nadu

Company: Xplore Intellects Pvt Ltd

Salary: ₹12,000 – ₹15,000/month

Job Type: Full-time

Requirements:

- Master's degree.
- Proficiency in Microsoft Office and Excel.
- Strong leadership, organizational, and communication skills.
- Basic knowledge of social media platforms.

Responsibilities:

- Handle administrative tasks, reports, and documentation.
- Manage social media posts and customer inquiries.
- Support daily office operations.

Apply: Email resume to xploreintellectsr@gmail.com

5.Job Title: Admin Head

Location: Ooty, Tamil Nadu

Company: McGAN's Ooty School of Architecture

Salary: ₹15,000 – ₹30,000/month

Job Type: Full-time

Requirements:

- Bachelor's degree.
- Strong organizational and communication skills.
- Ability to manage multiple responsibilities efficiently.
- Preference for Nilgiris natives.

Responsibilities:

- Oversee administrative tasks and ensure smooth operations.
- Coordinate with academic departments.

Apply: Send CV to santhanakrishnan@mcganarch.com.

6.Job Title: HR Executive

Location: Nungambakkam, Chennai, Tamil Nadu

Company: Seamless Speciality Foods & Beverages Pvt. Ltd.

Salary: ₹20,000 – ₹25,000/month

Job Type: Full-time, Permanent

Requirements:

- **Education:** Bachelor's degree (LAW mandatory).
- **Experience:** 3 years in HR.
- **Skills:** MS Office, HR functions, drafting legal documents, and time management.
- **Languages:** English (required), Hindi (preferred).
- **Gender:** Female candidates only.
- **Other:** Willing to travel and coordinate with senior lawyers.

Responsibilities:

- Handle HR functions like recruitment, payroll, and training.
- Support administrative and legal activities.
- Draft legal documents and policies.
- Ensure compliance with HR regulations.

Contact: 8438978868 for details.

7.Job Title: HR Operations Project Manager (Payroll)

Location: Thoothukudi, Tamil Nadu

Company: Peoplefy

Job Type: Full-time

Education Required: Graduation in HR Domain

Experience Required: 9+ years (Minimum 5+ years in Payroll Project Management)

Preferred Certification:

- **Project Management Professional (PMP)**

Key Responsibilities:

- Lead payroll projects from planning to implementation, including risk mitigation.
- Manage project scope, schedules, and deployment strategies.
- Build and maintain relationships with stakeholders and third-party service providers.
- Drive vendor coordination and global HR operations projects.
- Assign and monitor project resources to ensure efficiency and deliverables.
- Align projects with HR leadership's strategic goals.
- Provide routine executive updates on KPIs and deliverables.

How to Apply:

Interested candidates can share their resume at parimesha.shi@peoplefy.com.

8.Job Title: Payroll Accountant

Location: RS Puram, Coimbatore

Industry: Manufacturing

Roles & Responsibilities:

- Prepare and process payroll accurately.
- Ensure statutory compliance with GST, TDS, ESI, and PF.
- Assist with accounting tasks and monthly MIS reporting.
- Report directly to the Accounts Manager.

Qualifications:

- B.Com / MBA with 3+ years in payroll and accounting.

Salary: ₹23,000 - ₹25,000 CTC per month.

Contact:

Email: consultkovaikarthi@gmail.com

Phone: 9361679998

9.Job Title: Payroll Analyst

Company: LTIMindtree

Location: Chennai, Bengaluru

Experience: 4 - 8 years

Salary: ₹2 - ₹7 LPA

Openings: 1

Key Responsibilities:

- Perform payroll entries and reconciliations.

- Adjust payroll entries and conduct quality reviews of payroll files.
- Respond to and support audit queries as required.
- Provide reporting, analysis, and analytics as requested.
- Address management requests and ensure timely responses.

Email ID: Sourabh.Singh@pyramidconsultinginc.com

10.Job Title: Human Resource Executive

Company: Nibav Lifts

Location: Chennai

Experience: 1-5 years

Salary: ₹3 - ₹4.5 LPA

Job Description:

- Head hunting candidates via social media and job portals.
- Manage end-to-end recruitment lifecycle for IT and Non-IT roles.
- Ensure accurate job descriptions and updated employee records.
- Conduct initial orientation for new hires.
- Process documentation and prepare reports on personnel activities.

Requirements:

- Minimum 1-year experience in recruitment.
- Strong MS Office skills and communication in English.
- Undergraduate degree (PG is a plus).

Interview Dates:

6th - 11th January, 9:30 AM - 5:30 PM

Location: Nibav Towers, Chennai

Contact: Meenakshi Snega (8925955067)

11.Job Title: Senior HR Executive and Administrator

Company: Tex Biosciences

Location: Chennai, Sriperumbudur

Experience: 5-8 years

Salary: ₹4.75 - ₹6 LPA

Job Description:

- Manage recruitment, documentation, payroll, attendance, performance management, and employee engagement.
- Plan and execute staff training programs.
- Handle government regulatory documents.

- Foster a positive working environment.
- Ensure compliance with HR policies and regulations.

Requirements:

- Minimum 5 years experience in HR, preferably in a manufacturing company.
- Formal HR qualification and strong communication skills.
- Proficient in MS Word, MS Excel.

Email: hr@texbiosciences.com

12.Job Title: IT Technical Recruitment Consultant / Talent Acquisition

Company: Spectrum Consulting

Location: Chennai, Hyderabad, Bengaluru

Experience: 2-4 years

Salary: ₹3 LPA - ₹6 LPA

Job Description:

- Source, screen, and recruit top IT talent using job boards, social media, and advanced techniques.
- Conduct initial phone screenings and technical interviews.
- Coordinate interviews and manage candidate relationships.
- Oversee recruitment process, including job postings, tracking, and offer management.
- Ensure compliance with recruitment laws and company policies.

Requirements:

- 2-4 years of IT recruitment experience.
- Familiarity with Applicant Tracking Systems and sourcing tools.
- Excellent communication and organizational skills.

Email: spectrumconsulting1976@gmail.com

13.Job Title: Manager- HRBP

Company: Client of Symbiosis Management Consultants (Automobile Industry)

Location: Chennai, Bengaluru

Experience: 2-11 years

Salary: ₹15 Lacs - ₹20 Lacs

Job Description:

- **Strategic Planning:** Manage the organization structure and workforce planning to meet current and future needs.
- **Workforce Planning:** Handle mid-career recruitment, analyze exits, and manage attrition.

- **Employee Effectiveness:** Monitor and improve employee productivity.
- **Performance Management:** Coach managers to enhance employee performance.
- **Competency Building:** Support L&D for competency development.
- **Employee Engagement:** Drive initiatives to maximize employee engagement.
- **Advocacy:** Champion employee advocacy and Diversity & Inclusion.

Qualifications:

- BE/BTech + MBA or BA/BBA/BSc + MBA
- Strong leadership, communication, and performance management skills.
- Expertise in job design, competency-based training, and compensation & benefits.

Email: madhvi@symbiosisindia.net

14.Job Title: Recruiter Specialist

Company: Staffice Global

Location: Chennai (Anna Salai)

Experience: 1 - 3 years

Salary: Not Disclosed

Job Description:

- Handle End-to-End recruitment process.
- Strong sourcing experience, specifically through job portals.
- Focus on identifying and sourcing the right candidate profiles for IT roles.

Interview Details:

- **Time & Venue:** 6th January - 15th January, 10:30 AM - 4:00 PM
- **Address:** STAFFICE GLOBAL PVT LTD, Office Lobby, Phase -1, Spencer Plaza, #605, 6th Floor, Anna Salai, Chennai, Tamil Nadu 600002
- **Contact:** Eswar (8489806298)

15.Job Title: Field Recruiter

Company: Million Minds Management Services

Location: Chennai

Experience: 1 - 5 years

Salary: Not Disclosed

Job Description:

- Source candidates through job portals, social media, and networking events.
- Conduct initial screenings of resumes and cover letters.
- Coordinate interviews between clients and candidates.
- Provide recruitment updates to stakeholders.
- Maintain accurate records of candidate interactions.

Requirements:

- 1-5 years of experience in bulk or mass hiring for IT roles.
- Strong understanding of technical roles like Java Developer.
- Excellent communication skills.
- Ability to work independently and meet deadlines.

Contact: WhatsApp @ 9289371005

16.Job Title: Recruiter

Company: Tillvaxt HR Solutions

Location: Chennai

Experience: 1 - 6 years

Salary: 2-3.5 Lacs P.A.

Job Description:

- Find and screen candidates for job openings.
- Create job listings and schedule interviews.
- Collaborate with hiring managers to understand requirements.
- Handle end-to-end recruitment process.
- Knowledge of job portals and recruitment tools is required.

Contact: Thirunavukkarasu Esakkaippan, Recruitment Manager, 9884379700

17.Job Title: HR Recruiter

Company: HMC (Sanmina) Haarvard Management Consultants

Location: Chennai

Experience: 1 - 4 years

Salary: 1-4 Lacs P.A.

Job Description:

- Source candidates via job boards, social media, and networking with industry contacts, trade groups, and colleges.
- Review resumes, conduct interviews, and create job listings.
- Provide shortlists of qualified candidates and send job offers.
- Track key HR metrics like time-to-fill and time-to-hire.
- Participate in job fairs and recruitment events.
- Onboard new hires and assist with exit interviews.
- Collaborate with managers on hiring needs and talent requirements.

Perks:

- Food & transport facility.

Contact: Saranya M, HR Executive, 9600745733

18.Job Title: HR Executive (Immediate Joiner)

Company: Boson Infra India

Location: Chennai

Experience: 2 - 5 years

Salary: 3-4 Lacs P.A.

Job Description:

We are hiring an HR Executive to join our team immediately. Interested and eligible candidates may apply for this role.

Contact:

Email: hr@bosoninfra.in

Phone: 9884557533 / 9150011080

19.Job Title: Recruiter - Chennai, Kilpauk Garden

Company: GSN Consulting

Location: Chennai (Kilpauk, Egmore, Arumbakkam, Koyambedu, Anna Nagar, Villivakkam, etc.)

Experience: 1 - 5 years

Salary: 1.5 - 3 Lacs P.A.

Job Description:

GSN Consulting is hiring recruiters for MNC clients in India and abroad. Candidates should be energetic, assertive, and passionate about recruitment. Training will be provided to source and recruit through various channels like job portals, social media, and headhunting. No BPO, night shifts, or age/graduate constraints. Prefer candidates living within 10 km of Kilpauk.

Contact:

Phone: 9840068070 / 9840035825 / 9840053305

20.Job Title: HR Executive Recruitment - Chennai

Company: Iccs

Location: Chennai (Sholinganallur, Mount Road, Guindy)

Experience: 1 - 4 years

Salary: 2 - 2.75 Lacs P.A.

Job Description:

Iccs is hiring an HR Executive for recruitment functions in Chennai. Candidates must have a minimum of 1 year of experience in recruitment, with a focus on volume/bulk hiring. The role involves taking ownership of hiring closures and generating footfall through market

connections. Flexibility to travel within Chennai is required. Only immediate joiners or those on short notice will be considered.

Contact:

Phone/WhatsApp: 9037097978

Contact Person: Balakrishnan, Manager-HR

21.Job Title: HR Generalist

Company: Rapid Care

Location: 3rd Floor, VLV Complex, Little Mount, Saidapet, Chennai

Experience: 3 - 5 years

Salary: 3.75 - 4.5 Lacs P.A.

Job Description:

Rapid Care is hiring an HR Generalist with 3-5 years of experience in a corporate environment. A Bachelor's degree in HR or related field is required, along with proficiency in HR software and Microsoft Office. The role requires knowledge of employment law, strong communication, organizational, and problem-solving skills. Candidates should handle confidential information with discretion and possess good interpersonal skills.

Contact:

Email: hr@rapidcare.ai

Phone: 8925914024

22.Job Title: HR Manager

Company: Operational Energy Group (OEG)

Location: Chennai

Experience: 5 - 10 years

Job Description:

We are seeking an HR Manager with a minimum of 5 years of experience in recruitment and HR activities in the power plant industry. Key responsibilities include workforce planning, talent acquisition, onboarding, employee well-being, disciplinary actions, salary administration, retention strategies, and succession planning. Experience with GreyHR HRMS software is preferred. An MBA in HR or a related postgraduate degree is required.

Contact:

WhatsApp: 9500051371

