

1.HR Executive & Generalist - Nibav Lifts 🌟

📍 Chennai, Kanchipuram | 📁 3-6 Years | 💰 2.5-3.75 LPA

Key Roles:

- Recruitment, onboarding, & staffing.
- Employee relations & conflict resolution.
- Performance reviews & training programs.
- HR admin, payroll, compliance, & engagement activities.

📞 **Call: 8925969482** or **Send Resume** for an interview. **Immediate joiners preferred!**

2.HR Recruiter - Workfreaks Business Services 🌟

📍 Chennai (Thousand Lights) | 📁 0-1 Year | 💰 2-4 LPA

Job Details:

- Open to UG Freshers (BCA/BSc/B.Com/BBA/BE - Arts & Science).
- Opportunity to pursue MCA/MBA through WILP Program.
- Salary: ₹15,000 - ₹30,000.

📅 **Walk-in Interview:** 9th Jan, 9:30 AM - 12:00 PM.

📍 **Venue:** 1st Floor, Vikatan Building, Anna Salai, Chennai.

📞 **Call/WhatsApp Resume:** Lavanya - 9150401353 / Mohnish - 7904638864.

3.Talent Acquisition Lead - Banaraswala Wire Mesh P Ltd 🌟

📍 Navi Mumbai, Raigad, Coimbatore | 📁 2-4 Years | 💰 6-8 LPA

Key Responsibilities:

- Develop recruitment strategies & oversee hiring processes.
- Enhance employer branding via social media & job fairs.
- Design training programs & competency frameworks.
- Plan succession strategies & leadership development.

📅 **Walk-in:** 9th–18th Jan, 9:30 AM–1:30 PM. 621 Trichy Road ELGI Industrial Complex Singanallur Coimbatore 641005

📞 **Contact:** Tanvi - 9789666592.


4.Facility Management - Help Desk @ MIOT International 🌟


📍 Chennai (Ramapuram) | 📁 2-7 Years

Key Responsibilities:

- Coordinate with floor executives and departments.
- Update and track complaints in the system.
- Maintain checklists and ensure compliance.

 **Walk-in:** 8th–17th Jan, Mon–Fri, 10:00 AM–12:30 PM.

 **Venue:** MIOT International, Manapakkam, Chennai.


 **Contact:** 044-42002288 (Ext: 4004) / 7299023900.

5.HR Generalist (SAP HCM) - Amrutha Business Solutions




 Chennai (MRC Nagar, Mandaveli, Madhavaram) |  3-7 Years

Key Responsibilities:

- 2+ years of experience in SAP HCM.
- Manage payroll, statutory compliance (EPFO, ESI).
- Handle recruitment, onboarding, and exit formalities.
- Prepare compliance reports.
- Oversee vendor and contract management.

 **Contact:** 7397778265.

6.HR Recruiter - Zeus Multi Solutions

 Locations: Trichy, Madurai, Krishnagiri, Tirunelveli |  1-3 Years |  2-3 LPA

Key Responsibilities:



- Handle end-to-end recruitment processes.
- Source, screen, and interview candidates.
- Ensure excellent communication and hiring practices.

Requirements:

- Qualifications: MBA/MSW/MA HRM.
- Minimum 1 year of recruitment experience.
- Strong English fluency required.

 **Send Resume:** hr@zeusms.com.

7.Team Lead (Female Candidates Only) - Talenthub HR

 **Location:** Guindy, Chennai |  **Experience:** 2-3 Years |

Key Responsibilities:

- Manage recruitment lifecycle—sourcing, screening, interviewing, and placement.
- Focus on US healthcare recruitment and consultancy roles.

Requirements:

- Bachelor's/MBA in HR.
- 2+ years in recruitment, preferably in US healthcare.
- Excellent verbal and written communication skills.

 **Contact:** Mr. Saran – 8939678664

8.Immediate Opening for IT Recruiter - Culminant Outlook

 **Location:** Kodambakkam, Chennai |  **Experience:** 1-4 Years |  **Salary:** 50,000–3 LPA

Key Responsibilities:

- Source, screen, and interview candidates for FTE and C2H positions.
- Collaborate with hiring managers for recruitment strategies.
- Manage offer negotiations and onboarding processes.

Qualifications:

- Bachelor's degree in HR/Business.
- 1+ years in recruitment.

 **Walk-In:** 8th–10th Jan, 9:30 AM–3:30 PM

22/97,4th Floor, Kgeyes Veda Ranga Nivas, 4th Ave, Raghavan Colony,Kodambakkam, Chennai, Tamil Nadu 600083

Email: |  kumarakannan@culminantoutlook.com

9.US IT Recruiter - TASA IT Services

 **Location:** Tiruchirapalli |  **Experience:** 0–2 Years |  **Salary:** 1.5–4 LPA


Key Responsibilities:

- Conduct technical research and source profiles for US IT recruitment.
- Manage end-to-end recruitment processes during night shifts (6:30 PM–4:00 AM).

Qualifications:

- Degree in MCA/BE (CSE/IT/ECE/EEE).

- Strong communication and technical skills.

 **Contact:** 6380466499

10.HR Recruiter - Epicle Solutions


 **Location:** Perungudi, Chennai |  **Experience:** 0–1 Year |  **Salary:** 50,000–2 LPA

Key Responsibilities:

- Source, screen, and interview candidates.
- Manage applicant tracking systems and assist with onboarding.
- Maintain employee records, HR reports, and documentation.
- Support HR operations and ensure policy compliance.

Qualifications:

- Bachelor's degree in HR or related field.
- Proficiency in MS Office and HR tools.

 **Contact:** 8248906743

11.Senior Recruiter - Lenskart

 **Location:** Chennai, Coimbatore |  **Experience:** 1–5 Years |  **Salary:** 3-6 LPA

Key Responsibilities:

- Lead recruitment for retail sales roles, including sourcing, screening, and interviewing.
- Manage end-to-end recruitment process, ensuring 95% manning capacity.
- Build partnerships with hiring managers and deliver according to SLAs.
- Coordinate interviews and offer negotiations.

Qualifications:

- 1-4 years in recruiting.
- Bachelor's degree in HR or related field.
- Willingness to travel across Tamil Nadu.

 **Contact:** Usman (6362835782)

12.HR Generalist - Rapid Care



 **Location:** Chennai |  **Experience:** 3-5 Years |  **Salary:** 3.75-4.5 LPA

Key Responsibilities:

- Handle HR operations including recruitment, employee relations, and performance management.
- Maintain HR records, assist with employee onboarding, and ensure compliance with labor laws.
- Collaborate with HR team to implement policies and enhance employee engagement.

Qualifications:

- Bachelor's in HR or related field.
- 2-4 years in an HR Generalist role.
- Proficient in HR software and Microsoft Office.

 **Resume:** hr@rapidcare.ai |  **Contact:** 8925914024

13.HR Internship - Aelius City HR Solutions (OPC)

 **Location:** Nungambakkam, Chennai |  **Experience:** 0-1 Year |  **Duration:** 3 Months |  **Timings:** 9:30 AM - 6:30 PM

Key Responsibilities:



- Assist in the recruitment process, including sourcing, screening, and scheduling interviews.
- Help with HR documentation and candidate communication.
- Support HR team with day-to-day tasks and employee engagement activities.

Qualifications:

- Any degree (Freshers welcome).
- Work from office.
- Stipend provided.


 **Resume:** kousalya@aeliuscityhr.com

14.HR Executive/Sr. Executive - General HR (SAP HCM) - Amrutha Business Solutions

 **Location:** MRC Nagar, Mandaveli, Chennai |  **Experience:** 3-7 Years

Key Responsibilities:

- Experience in SAP HCM (2+ years) for handling HR processes.
- Manage full payroll cycle in SAP, prepare statutory & compliance reports.
- Oversee recruitment, joining formalities, and exit formalities.
- Handle vendor & contract management.
- Knowledge of employment acts like Wages, EPFO, ESI.

 **Contact:** 7397778265

15.HR Recruiter - Radiant Cash Management Services

📍 **Location:** Chennai | 📁 **Experience:** 1-5 Years | 💰 **Salary:** 1.5-2.5 Lacs P.A.

Key Responsibilities:

- Source, screen, and identify candidates from job portals, social media, and referrals.
- Shortlist candidates and follow up with departments until closure.
- Issue offer letters, conduct background verification, and update employee details in CRC format.
- Conduct induction training, issue joining kits, and ensure documentation completion.
- Maintain attendance and send weekly recruitment reports.

📞 **Contact:** Jayasri M (9500088587)

Time and Venue: 8th January - 15th January , 9.30 AM - 1.30 PM

Radiant Cash Management Services Limited No.4/3 , Raju Nagar 1st street, Okkiyam, Thoraipakkam, OMR, Chennai-600096

16.Team Member - HR (Female Only, Tier 1 Auto MNC @ Oragadam)

📍 **Location:** Oragadam, Chennai | 📁 **Experience:** 4-8 Years | 💰 **Salary:** 4-5 Lacs P.A.

Key Responsibilities:

- Focus on statutory compliance, time office, payroll processing, plant HR, PF, ESI, and contract labor management.
- Handle labor laws, factory licenses, contract labor licenses, TNPCB, transport, and canteen.
- Manage HR MIS, onboarding of new recruits, training & development, and HR administration.

🎓 **Qualifications:** MSW/MLM/MBA

✉️ **Send CV to:** adonis@adonisstaff.in

17.HR Executive & Admin Counsellor (Female Candidates)

📍 **Location:** Chennai, Tiruchirapalli, Coimbatore | 📁 **Experience:** 0-1 Year | 💰 **Salary:** 1.75-2 Lacs P.A.


Key Responsibilities:

- Provide accurate information on products and services.
- Close deals and engage in branch activities.
- Communicate effectively with customers/clients.
- Handle customer service with a focus on English proficiency.

- Target-driven and strong pitching abilities.

Job Profile:

- Full-time: 10 AM to 7 PM
- Part-time: 2:30 PM to 6:30 PM (Coimbatore & Tiruchirapalli)

 **Contact:** Vinothini, 75400 52460

18.HR Recruiter, Omnex

 **Location:** Chennai |  **Experience:** 1 Year |  **Salary:** 2-2.25 Lacs P.A.

Key Responsibilities:

- Source profiles from platforms like Naukri, LinkedIn.
- Screen profiles and schedule interviews with Operations and Customers.
- Conduct HR Induction training for new joiners.
- Prepare and manage sourcing reports.

Time & Venue:

7th January - 10th January, 9:30 AM - 5:30 PM

1/807A, Pillaiyar Koil St, MCN Nagar Extension, Thoraipakkam, Chennai

 **Contact:** Indumathi, 7358103688


19.IT Recruiter, Sightspectrum

 **Location:** Chennai (Close to Vandalur) |  **Experience:** Min 2 Years



Key Responsibilities:

- Recruitment of candidates for Oracle applications.
- Source, screen, and interview candidates for IT roles.
- Collaborate with hiring managers to understand job requirements and ensure timely recruitment.

Mode of Work: Work from Office

 **Interested candidates:** Please send your resume to divyapk@sightspectrum.com

20.HR IT Recruiter, BCT Consulting (06 Months - 1 Year)

 **Location:** Thoraipakkam, Chennai |  **Experience:** 0 - 1 Year

Key Responsibilities:

- Source candidates via job boards, social media, referrals, and networking.
- Conduct interviews, assess candidate fit, and manage onboarding.
- Coordinate with hiring managers for interview scheduling and updates.

Skills:

- Excellent communication and relationship-building skills.
- Proficiency with ATS like Naukri.com.
- Domestic recruiter experience preferred (no US IT recruiter profiles).

✉ **Interested candidates:** Send your resume to manisha.n@bct-consulting.com

Time and Venue: 7th January - 16th January , 10.30 AM - 5.30 PM

Venue Details : BCT Consulting - 2nd Floor, Interview Place - 4th Floor – Bahwan cyber Tek Building. 148, Rajiv Gandhi Salai, Seevaram, Thoraipakkam, Tamil Nadu 600097
Landmark: Opposite to the BSR Mall.

21.Team Lead/ Asst. Manager / Manager - NON IT Recruitments, AV Global Advisory Services

📍 **Location:** Avadi, Chennai | 📅 **Experience:** 3 - 8 Years **Salary:** 3-4 Lacs P.A.

Key Responsibilities:

- Handle recruitment processes for BFSI, NON IT, and Manufacturing domains.
- Lead and manage a recruitment team to meet hiring targets.
- Source, screen, and shortlist candidates for client requirements.
- Ensure smooth coordination between clients and candidates.

✉ **Interested candidates:** Share your resume at anandhi@avglobaladvisory.com

22.Recruitment Executive, LEAD HR Services Pvt Ltd

📍 **Location:** T.Nagar, Chennai | 📅 **Experience:** 1 - 2 Years

Responsibilities:

- Handle end-to-end NON-IT recruitment.
- Understand client requirements and source profiles via job portals, referrals, and social media.
- Schedule interviews and follow up until the offer is released.
- Ensure smooth communication with candidates and clients.

✉ **Interested candidates:** Send your resume to careers@leadhr.net

☎ **Contact:** Ms. R.Lakshmi, 09940632343

Time and venue: 7th January - 16th January , 9.30 AM - 5.30 PM

LEAD HR SERVICES PVT LTD, No.504, 5th Floor, Chall Mall Complex, Pondy Bazaar, T.Nagar, Chennai - 600017.


23.Admin Executive

 **Location:** Velachery, Chennai, Tamil Nadu |  **Experience:** 1 Year (Preferred)

Company: ARISHTHA SAFETY PRODUCTS INDIA PRIVATE LIMITED


Responsibilities:

- Acknowledge customer POs and prepare PR post approval.
- Prepare packing lists after PO processing.
- Coordinate with the installation team for daily updates.
- Handle documentation, compliance, and vendor registration.
- Maintain customer work order files and collect feedback.

 **Salary:** ₹20,000 - ₹30,000 per month

 **Contact HR:** 8925838630

24.Executive Assistant (Junior)

 **Location:** Kodambakkam, Chennai, Tamil Nadu

 **Company:** Sunil Sethia & Associates

Salary: ₹12,000 - ₹15,000 per month


Responsibilities:

- Handle administration tasks and manage MD's calendar and travel.
- Coordinate meetings and follow-ups.
- Collaborate with internal teams for documentation and report preparation.

Skills Required:

- Strong in MS Office and communication (Tamil and English).
- Basic knowledge of presentations.

Qualification: MBA/Bachelor's

 **Contact:** 8072823280

 **Email:** harish@maharath.com

25.ADMIN

 **Location:** Chennai, Tamil Nadu

 **Company:** R B Shah Enterprises India Pvt Ltd

Salary: ₹8,000 - ₹12,000 per month

Responsibilities:

- Proficient in MS Office and mail drafting.
- Strong communication skills (English & Tamil required, Hindi optional).
- Manage administrative tasks and support daily operations.


Qualification: 0-2 years of experience.

 **Contact:** Sabitha - 9962034907

Job Type: Full-time, Walk-In

Shift: Day shift

26.Front Office Manager

 **Location:** Ganapathi, Coimbatore, Tamil Nadu

 **Company:** N.A Hospital


Salary: From ₹25,000 per month

Responsibilities:

- Manage front office operations and provide administrative support.
- Proficient in Microsoft Excel and Word.
- Strong communication and problem-solving skills.

Qualification:

- Bachelor's degree preferred.
- 2 years of experience in office administration.


 **Contact:** +91 7708855478

Job Type: Full-time, Permanent

Shift: Day shift, Morning shift

27.Admin Head

 **Location:** Chennai, Tamil Nadu

 **Company:** Addsbazar Classifieds Pvt Ltd


Salary: ₹5,00,000 per year

Responsibilities:

- Manage phone lines, schedule meetings, and book rooms.
- Oversee recruiting, training, and assigning office responsibilities.
- Provide administrative support and prepare operations briefs.
- Strong organizational, leadership, and MS Office skills required.

Qualification:

- Minimum 3 years of experience.
- Female candidates preferred.
- Bachelor's degree required.

 **Contact:** +91 93638 28393

Job Type: Full-time, Permanent

Shift: Morning shift, Day shift

28.Administration Officer

 **Location:** Salem, Tamil Nadu

 **Company:** The Velammal International School


Salary: ₹15,000 - ₹20,000 per month

Responsibilities:

- Oversee administrative procedures and provide support.
- Answer phone calls, provide information, and communicate with stakeholders.
- Manage employee records, organize documents, and maintain office supplies.
- Schedule meetings, maintain calendars, and prepare reports on expenses and budgets.
- Maintain equipment inventories and evaluate new office techniques.

Qualification:


- 1+ years of experience preferred.

 **Contact:** +91 7299087863

Job Type: Full-time

Shift: Day shift

29.HR & Admin Executive (Female)

 **Location:** Thyagaraya Nagar, Chennai, Tamil Nadu

 **Company:** MAASMIND

Salary: ₹12,000 - ₹25,000 per month

Responsibilities:

- Handle HR & administrative tasks efficiently.
- Manage day-to-day office operations.
- Coordinate with employees and vendors.
- Maintain records and reports as required.

Qualification:

- Any Degree with good communication skills.

Walk-in Interview:



Date: 06/01/2025 to 11/01/2025



Time: 10 AM to 5 PM (Monday to Saturday)



Venue: 1, GC Towers, Ground Floor, 31, Duraisamy Road, T. Nagar, Chennai-17.



Contact: 73585 02754

Job Type: Full-time

Shift: Day shift

30.HR Recruiter



Location: Velachery, Chennai, Tamil Nadu



Company: Rajz Business Service Pvt Ltd

Salary: ₹12,000 - ₹15,000 per month

Responsibilities:

- Write and update job descriptions.
- Source candidates via various channels.
- Review resumes and conduct screening interviews.
- Conduct phone, video, and in-person interviews.
- Perform background checks and verify references.
- Coordinate interview schedules and maintain communication with candidates.
- Assist with onboarding new hires.

Experience: Fresher only




Contact: Jesilina HR at 8637425983

Job Type: Full-time

Shift: Day shift

31.Sales Recruitment Specialist

 **Location:** Anna Nagar, Madurai, Tamil Nadu

 **Company:** ICORP Overseas Consulting Pvt Ltd

Salary: ₹12,000 - ₹30,000 per month

Responsibilities:

- Develop relationships with clients to understand hiring needs.
- Match job requirements with consultants' expertise.
- Negotiate terms, salaries, and placements.
- Maintain accurate records of sales activities and placements.
- Stay updated with staffing market trends.

Experience: 2-4 years in sales/recruitment (Non-IT)


Education: Bachelor's Degree

Job Type: Full-time, Permanent

Schedule: Day shift (Mon-Fri, 7 AM - 4 PM)

Contact: +91 6382 235 725

32.HR Generalist

 **Location:** Perungudi, Chennai, Tamil Nadu

 **Company:** ACSASS

Salary: ₹11,411.08 - ₹15,000 per month

Responsibilities:

- Manage recruitment, onboarding, and talent acquisition.
- Handle employee relations, grievances, and engagement activities.
- Assist in performance management and appraisals.
- Ensure compliance with HR policies and labor laws.
- Oversee payroll and employee benefits.
- Maintain HR metrics and prepare reports.

Education: Bachelor's (Master's preferred)

Experience: Knowledge of HR functions, Microsoft Office

Job Type: Full-time, Internship

Shift: Night & rotational shifts (US shift)

Contact: Interested candidate can share their resume to 8148614356 this number.

33.HR Administration (Female)

 **Location:** Royapettah, Chennai, Tamil Nadu

 **Company:** SBSHR

Salary: From ₹20,000 per month

Responsibilities:

- Assist with recruitment, onboarding, and preparing offer letters.
- Maintain accurate employee records and HR databases.
- Support payroll processing and administer employee benefits.
- Address employee queries and assist with conflict resolution.
- Ensure compliance with labor laws and assist with audits.
- Organize training sessions and provide general administrative support.

Experience: 1-2 years in HR

Job Type: Full-time, Permanent

Shift: Morning shift

WHATSAPP NUMBER: 9966826464/ **Email:** jobs@sbshr.com

34.HR Payroll Executive

 **Location:** Tiruppur, Tamil Nadu

 **Company:** Dr. Aravind's IVF Fertility Centre

Salary: ₹14,000 - ₹18,000 per month

Responsibilities:

- Handle payroll processing, ensuring timely and accurate salary disbursements.
- Assist with HR-related tasks, including recruitment and onboarding.
- Maintain accurate employee records and handle payroll queries.
- Ensure compliance with applicable labor laws.
- Provide administrative support to the HR team.

Qualifications:

- MBA (Fresher to 1 year experience)

Job Type: Full-time

Shift: Day shift

Benefits: Provident Fund

Supplemental Pay: Yearly bonus

Kindly send us the updated resumes along with your salary expectation & notice period to 6381490061

