

1.Job Title: Female Admin Executive
Company: Link K Insurance TPA Pvt Ltd
Location: Siddhapudur, Coimbatore, Tamil Nadu

Job Description:

We are hiring a Female Admin Executive with 1–3 years of experience. Responsibilities include office administration, managing housekeeping, security, pantry, and asset management, maintaining documentation, and performing data entry tasks. Qualification: Any degree; married candidates preferred.

Pay: ₹15,000 - ₹20,000/month

Benefits: Provident Fund

Email: hr.vasanth@linkktpa.com

2.Job Title: Accounts and Administration Officer
Company: True Talents Consulting Private Limited
Location: Guindy, Chennai, Tamil Nadu

Job Description:

Manage accounting tasks, invoicing, payroll, financial statements, budgeting, and administration. Handle office supplies, schedules, and HR tasks while ensuring smooth operations and vendor coordination. Proficiency in accounting software and MS Office required. Experience: 3–5 years.

Pay: ₹30,000 - ₹42,000/month

Benefits: Health insurance, PF, PTO

Email: arun@true-talents.com | **Contact:** +91-6379381944

3. Job Title: Admin cum Receptionist
Company: WhileOfOne Innovation Labs Pvt Ltd
Location: Ayanavaram, Chennai, Tamil Nadu

Job Description:

Manage front desk operations, greet visitors, handle calls/emails, and schedule appointments. Drive sales, generate leads, build client relationships, and meet targets. Proficiency in MS Office and excellent communication skills required.

Pay: ₹8,887.50 - ₹15,000/month

Email: manimegalai@kapiital.com

4.Job Title: Executive Assistant (Male Candidates)

Company: Einfach Solutions

Location: Chennai, Tamil Nadu

Job Description:

Manage executive travel logistics, handle confidential tasks, coordinate meetings, and manage personal errands. Proficiency in MS tools, English & Tamil required; Hindi & Telugu preferred. Minimum 4+ years' experience as an Executive Assistant or in a Travel Desk role.

Pay: ₹25,000 - ₹40,000/month

Contact: 9176277000 | hr@einfachsolutions.com

5.Job Title: Executive Assistant to Managing Director

Company: Dr. Aravind's IVF Fertility & Pregnancy Centre

Location: Guindy, Chennai, Tamil Nadu

Job Description:

Manage MD's calendar, travel arrangements, and communications. Prepare reports, memos, and presentations. Proficiency in MS Office and strong communication skills are required. Minimum 2 years of experience in a similar role.

Pay: ₹25,000 - ₹30,000/month

Email: hr@draravindsivf.com

6.Job Title: Administration and Operations Manager

Company: Essor Superfoods Pvt Ltd

Location: Korattur, Chennai, Tamil Nadu

Job Description:

Oversee office and factory operations, licensing, and compliance. Manage facilities, coordinate with teams, ensure adherence to regulatory standards, and maintain infrastructure. Minimum 5 years of experience in admin roles, proficiency in MS Office, and strong organizational skills required.

Pay: ₹15,333.23 - ₹43,318.38/month

Contact: +91 9884495566 | info@essorsuperfoods.com

7.Job Title: Office Administrator

Company: eNova Software and Hardware Solutions Pvt Ltd

Location: Saravanampatti, Coimbatore, Tamil Nadu

Job Description:

Handle documentation, communication, data management, and administrative support.

Proficiency in MS Office, strong communication, and organizational skills required. BA/MA in English preferred. Experience: Fresher to 2 years.

Pay: ₹13,000 - ₹20,000/month

Email: jobs@enovasolutions.com

8.Job Title: HR Assistant

Company: Rising Star Outreach of India

Location: Chengalpattu, Chennai, Tamil Nadu

Job Description:

Assist with HR department operations, employee records, documentation, payroll data, and coordination of HR projects. Strong communication, organizational skills, and proficiency in MS Office required. Education: Bachelor's degree (BBA, BA, BSW, MBA, MSW).

Experience: Minimum 2 years in HR.

Pay: ₹15,000 - ₹20,000/month

Email: hrmanager@risingstaroutreach.org | +91 9944755953

9.Job Title: HR Executive (Generalist)

Company: Able Aura Technologies & Services Pvt Ltd

Location: Chennai, Tamil Nadu

Job Description:

Manage end-to-end recruitment, employee records, attendance, payroll, and compliance. Assist in HR policy development and employee satisfaction. Bachelor's/Master's in HR or related field with 1+ years of recruitment experience. Strong communication skills (English/Hindi).

Pay: ₹18,000 - ₹25,000/month

Email: preethi@ableaura.com

Experience: 1+ years in Recruitment

10.Job Title: HR Recruiter - Contract To Hire

Company: Access Healthcare Services

Location: Ambattur, Chennai

Job Description:

Recruitment experience (6 months to 3 years) required. Utilize job boards, LinkedIn, and social channels to source candidates. Conduct interviews, assess candidate skills, and maintain talent pipelines. Immediate joiners preferred.

CTC: Negotiable
Shift: General (Work from Office)
Experience: 6 months to 3 years in Recruitment

Time and Venue:
17th January , 3.00 PM - 6.00 PM

Address: A9, 1st Main Rd, Ambattur Industrial Estate, Chennai, Tamil Nadu 600058
Email: harshini.gayath@accesshealthcare.com | **WhatsApp:** 6369400598

11.Job Title: Assistant Manager - Bulk Hiring for Domestic BPO
Company: Q Conneqt
Location: Chennai

Job Description:
Seeking a graduate with 5-10 years of experience in bulk hiring. Manage end-to-end recruitment, develop strategies, conduct interviews, and ensure positive candidate experience. HR certifications and ATS experience preferred.

Experience: 5-10 years in Bulk Hiring
CTC: ₹4-8 LPA
Contact: Elia Shinde | 8169707513 | WhatsApp: 7506883894

12.Job Title: HR - Employee Relations
Company: Global Healthcare Billing Partners
Location: Velachery, Chennai

Job Description:
Seeking HR professional with 2+ years of experience in Employee Relations. Responsibilities include conducting orientations, managing grievances, implementing HR policies, and handling investigations. Requires strong communication, problem-solving skills, and proactive employee engagement.

Experience: 2+ years in HR
Shift: Day & Night Shift (Male for Night Shift)
Contact: Bhavana HR | 89258 08595

13.Job Title: IT Recruiter/Senior Recruiter
Company: Golden Opportunities Pvt Ltd
Location: Anna Nagar, Chennai

Job Description:
Golden Opportunities is hiring an IT Recruiter/Senior Recruiter with 1-3 years of experience in end-to-end recruitment, preferably in the IT sector. The role involves sourcing, screening,

and onboarding candidates, ensuring a seamless experience. Target-based experience in consultancy recruitment is a must.

Experience: 1-3 years in IT recruitment

Salary: 2-3.25 LPA

Time and Venue:

9th January - 10th January , 9.30 AM - 5.30 PM

Golden opportunities Pvt Ltd,V6, Old No V43, 12th St, V Block, Anna Nagar, Chennai, Tamil Nadu 600040

Contact: Prashanth | 9360810536

14.Job Title: Recruitment Consultant/Sr. Recruitment Consultant

Company: People First Consultants

Location: Thiruvanmiyur, Chennai

Job Description:

People First is hiring a Recruitment Consultant/Sr. Recruitment Consultant with 1+ year of experience in staffing, exposure to diverse industries, and knowledge of job portals.

Responsibilities include managing the entire hiring process, posting job descriptions, and maintaining candidate rapport.

Experience: Minimum 1 year in staffing

Time and Venue: 13th January - 16th January , 9.00 AM - 3.00 PM

New, 5, 3rd E St, Kamaraj Nagar, Thiruvanmiyur, Chennai, Tamil Nadu 600041

Contact: Bhuvaneshwari S | 9500057409

15.Job Title: IT Recruiter (Fresher UG Graduate - Batch 2025, Bulk Hiring)

Company: Workfreaks Business Services

Location: Chennai

Experience: 0 - 1 years

Salary: 2 - 2.5 Lacs P.A.

Job Description:

Workfreaks Business Services is hiring fresh UG graduates (Batch 2025) for bulk hiring opportunities as IT Recruiters in the IT Services & Consulting industry. As an IT Recruiter, you will be involved in recruitment and talent acquisition activities.

Contact: 9894035267

16.Job Title: HR Employee Relations (Male Candidates) - Night Shift

Company: Global Healthcare Billing Partners

Location: Velachery, Chennai

Experience: 1 - 5 years

Salary: 1 - 4.5 Lacs P.A.

Job Description:

Global Healthcare Billing Partners is hiring an HR Employee Relations professional for the night shift. Key responsibilities include conducting employee orientations, identifying training needs, implementing HR policies, managing grievances, and maintaining HRIS.

Contact: Pooja - 9952075752 (Whatsapp)

17.Job Title: HR Recruiter (Non-IT)

Company: CPM

Location: Chennai

Experience: 1 - 5 years

Salary: 1 - 3 Lacs P.A.

Job Description:

CPM is looking for an experienced HR Recruiter with expertise in bulk hiring, especially for companies like Udaan, Shopx, Ajio, Ninjakart, Solv, Nykaa, and blue-collar job hiring. Proficiency in Tamil, Hindi, and English is required.

Contact: Manikandan - 9941144565 / 9361276292

18.Job Title: Recruiter - Salary Upto 6.5 LPA + Dayshift

Company: Titanium Consulting

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

Experience: 1 - 6 years

Salary: 5 - 6.5 Lacs P.A.

Job Description:

Titanium Consulting is hiring for a Recruiter position. Minimum 1 year of experience in BPO/BFSI recruitment (preferably in BPO/MNC). Graduate qualification is required. Immediate joiners or candidates with a max 15-day notice period are preferred. The position offers a dayshift schedule.

Contact: HR Sadiq – 8904378561

19.Job Title: Circle HR Manager

Company: DMart

Location: Coimbatore

Experience: 12 - 15 years

Salary: 12 - 14 Lacs P.A.

Job Description:

DMart is hiring for a Circle HR Manager to manage HR functions across multiple locations. Responsibilities include overseeing contract labour management, liaising with government authorities, and handling end-to-end HR functions. Must have 12+ years of experience, with knowledge of HR tools, software, and labour laws. Experience in managing a team of 5+ staff is required. Candidates should be willing to travel across Tamil Nadu for more than 10 days each month.

Email: shenbagalakshmi.c@dmartindia.com

20.Job Title: IT Recruiter (Talent Acquisition)

Company: Coventine Digital

Location: Chennai, Pune, Bengaluru

Experience: 2 - 4 years

Salary: Not Disclosed

Job Description:

Coventine Digital is hiring an IT Recruiter to conduct candidate searches, review resumes, and assess skills and qualifications. Responsibilities include screening candidates, conducting interviews, and working with hiring managers to ensure a smooth recruitment process. Candidates must have 2+ years of recruitment experience, proficiency in MS Office, and experience with recruitment software.

Time and Venue: 10th January , 4.00 PM - 6.30 PM

MODE : F2F Venue : Hinjewadi Phase 3,Pune

Contact: Harshitha - 9108049656 / 6238126648

21.Job Title: HR IT Recruiter

Company: Jobixo India

Location: Chennai

Experience: 0 - 1 years

Salary: 1.25-1.75 Lacs P.A.

Job Description:

Jobixo India is hiring an HR IT Recruiter to coordinate interviews, screen candidates, and manage recruitment for IT roles like Java Developer, Power BI Developer, .NET Developer, and Multimedia Designer. Candidates should have up to 1 year of experience in IT recruitment and strong communication skills. The work model is hybrid, and salary will be based on interview performance.

Contact:

Pooja HR - 7904926308

Gayathri HR – 7200053139

22.Job Title: HR Employee Relations
Company: Global Healthcare Billing Partners
Location: Velachery, Chennai
Experience: 1 - 5 years
Salary: 1 - 4.5 Lacs P.A.
Shift: Night Shift

Job Description:

Global Healthcare Billing Partners is hiring for the HR Employee Relations role. Responsibilities include conducting employee orientation, managing training and development needs, implementing HR policies, handling grievances, conducting exit interviews, and maintaining HR systems. Preferred candidates should have 1+ years of HR experience and good research skills.

Contact:

Malini HR - 9003239650 / 8925808598 (WhatsApp)

23.Job Title: HR Recruiter & Admin (Female)

Company: JTS Jobs Consultancy
Location: Tambaram Sanatorium, Chennai
Experience: 6 months - 1 year
Salary: 10,000 to 12,000/- PM

Job Description:

JTS Jobs Consultancy is hiring a Female HR Recruiter & Admin with 6 months to 1 year of HR recruitment experience. Responsibilities include managing recruitment processes and handling administrative tasks. Candidates should hold a bachelor's degree and have good communication skills. Salary is based on skills.

Walk-In Interview:

Date: 9th to 11th January, 10:00 AM - 2:00 PM
Venue: #10, Station Road, Durga Street, Haris Hotel Opposite, Bus Stand Back side, Tambaram Sanatorium, Chennai 600045.
Contact: 7397294328 / 9789026585

24.Job Title: HR Assistant Manager

Company: Imarque Solutions
Location: Hosur
Experience: 3 - 6 years
Salary: 2.75 - 3.5 Lacs P.A.

Job Description:

Imarque Solutions is hiring an HR Assistant Manager responsible for recruitment, employee engagement, motivation, grievance handling, and managing the employee lifecycle. Must have experience in BPOs/HR consultants, knowledge of job portals like Naukri, Monster, and

Apna. Immediate joiners preferred. Good communication skills in Telugu, Kannada, Tamil, English, and any other regional language.

WhatsApp: CV to 9940660776

25.Job Title: IT Domestic Recruiter

Company: Xforia Technologies

Location: Velachery, Chennai

Experience: 1 - 4 years

Salary: Not Disclosed

Job Description:

Xforia Technologies is hiring IT Domestic Recruiters for handling IT recruitment for domestic clients. Full-cycle recruiting, sourcing from job portals (Naukri, Monster), and achieving a good conversion ratio. Immediate joiners preferred with a consulting background. Shift: 10 AM - 7 PM IST.

Email: Drop your resume to karthika.s@xforia.com

26.Job Title: HR Recruiter

Company: Vizza Insurance Broking

Location: Teynampet, Chennai

Experience: 1 - 6 years

Job Description:

Vizza Insurance Broking is hiring an HR Recruiter with experience in sourcing, screening, and negotiation. Responsibilities include coordinating interviews, managing job postings, and handling bulk hiring. The role is based in Chennai.

Contact: Priskila at 7825845773.

27.Job Title: Assistant Manager - HR (ONLY Female)

Company: Lead HR Services (Manufacturing Industry)

Location: Cuddalore

Experience: 6 - 10 years

Salary: 9-10 Lacs P.A.

Job Description:

Lead HR Services is hiring an Assistant Manager - HR for a leading manufacturing industry. Candidates must have an MBA (HR) or MSW with 6-10 years of experience in HR, Training & Development, Talent Acquisition, and Employee Engagement.

Contact: 99406 32343

Email: careers@leadhr.net

28.Job Title: Technical Recruiter / IT Recruiter
Company: Culminant Outlook
Location: Chennai, Tiruchirapalli, Coimbatore
Experience: 1 - 3 years

Job Description:

Culminant Outlook is seeking a Technical Recruiter with proven experience in recruiting for technical roles. The ideal candidate should have hands-on experience in sourcing candidates from job portals, networking sites, and references. Strong verbal and written communication skills in English are required, along with proficiency in Naukri.

Contact: 7824887156

Email: vigneshwaran@culminantoutlook.com

29.Job Title: Administration Executive
Company: Nittany Creative Solutions
Location: Chennai
Experience: 1 - 2 years

Job Description:

Nittany Creative Solutions is hiring an Administration Executive to oversee office maintenance, coordination, and administrative tasks. Responsibilities include managing housekeeping, maintaining inventory, procuring office supplies, and handling employee amenities like transport and travel arrangements. The role also involves scheduling meetings and administering CCTV activities.

Time and Venue: 7th January - 11th January , 9.30 AM - 3.00 PM

NITTANY CREATIVE SERVICES LLP, No: 141, Prakash Towers, 2nd Floor, OMR Road, Kottivakkam, Near IGP Factory, Chennai- 600041.

Contact: 9790467909 / 9176332863

Email: hr@nittanycreative.com

30.Job Title: HR Executive
Company: Infix Services Pvt. Ltd.
Location: Madurai
Experience: 1 - 4 years

Job Description:

Infix Services is hiring an HR Executive for recruitment and talent sourcing. Responsibilities include proactively sourcing candidates, conducting screenings, collaborating with hiring managers, maintaining ATS records, and building a talent pool. The role also involves participating in recruitment events and ensuring a positive candidate experience.

Time and Venue: 14th January - 18th January , 10.30 AM - 7.00 PM

Infinx Services Pvt, Ltd, Building No,11, 12 Elcot IT building, Vadapalanji, Madurai-625021

Contact: 9790467909

Email: lakshmi.kavarthapu@infinx.com

