

1.Job Title: Female Warden cum Admin
Company: QnQ Healthcare Pvt Ltd
Location: Training Center, Porur, Chennai

Seeking a responsible Female Warden cum Admin to manage trainees' well-being and center operations. Requires 2–3 years' experience, Tamil & English proficiency, and basic computer skills. Full-time, residential role with ₹20,000–₹25,000/month.

Apply by emailing CV to sriram.hari@qnqhealthcare.in or call **9840403784** for details.

Schedule: Day shift
Experience: 3+ years preferred.

2.Job Title: HR Manager (Hotelier)
Company: Madurai Residency
Location: Periyar, Madurai, Tamil Nadu

Seeking an HR Manager with 10–15 years of HR management experience, preferably in the hotel industry. Responsible for recruitment, payroll, training, performance management, and compliance. Proficiency in HRIS and labor laws is essential. Salary: ₹25,000–₹35,000/month.

Contact: 7094475104
Experience: 10+ years in HR, 5+ years in payroll.

3.Job Title: HR Recruiter
Company: MS Techfort
Location: Valasaravakkam, Chennai, Tamil Nadu

Looking for enthusiastic freshers for IT Recruitment. Responsibilities include sourcing, screening, interview coordination, and offer management. Strong communication skills and a passion for technology are required. Salary: ₹8,086–₹20,000/month.

Contact: 8925811771 (Monica)
Email: monica.n@vysystems.com
Experience: Fresher or 1+ year preferred.

4.Job Title: HR Internship
Company: CAFSInfotech
Location: Spencer Plaza, Mount Road, Chennai

Join our HR Internship to grow your skills! Responsibilities include sourcing candidates, screening applications, and coordinating pre-interview assessments. Open to candidates with any degree.

Contact: 9042463801 (Jothika), 7845012972 (Sivaprasad)

Duration: 3 months, 9:30 AM–6:30 PM

Experience: Freshers welcome.

5.Job Title: HR Recruiter

Company: Global Dynamic Talent Solution

Location: R S Puram, Coimbatore, Tamil Nadu

Looking for an HR Recruiter with 1–4 years of experience in staffing consultancy. Responsibilities include sourcing, screening, and interviewing candidates, managing candidate databases, and supporting the hiring process.

Salary: ₹15,000–₹20,000/month

Contact: 9384329993 (Ms. Surya Prabha)

Email: gdtsta8@gdtsolution.com

Experience: 1+ years in recruitment.

6.Job Title: HR Recruiter

Company: GuiRes Solutions Pvt Ltd

Location: Nungambakkam, Chennai, Tamil Nadu

Looking for an HR Recruiter with 1-2 years of experience in talent acquisition. Responsibilities include sourcing, screening, coordinating interviews, and maintaining a strong candidate pipeline.

Salary: From ₹20,000/month

Contact: 9566269922

Experience: 1-2 years in talent acquisition or recruitment.

7.Job Title: Front Office Executive - Male

Company: HR Madurai Residency

Location: Periyar, Madurai, Tamil Nadu

Seeking a Front Office Executive with 1+ years of hotel experience. Responsibilities include managing reservations, check-ins, guest information, handling complaints, and coordinating with housekeeping.

Salary: ₹15,000 - ₹18,000/month

Contact: +91 7094475104 / 9080724034

Email: hr@madurairesidency.com

Experience: 1+ year in the hotel industry.

8.Job Title: Female HR Executive
Company: We Shine Academy
Location: Tuticorin, Tamil Nadu

We are hiring a Female HR Executive with 1+ year experience. Responsibilities include recruitment, employee onboarding, maintaining records, handling employee queries, and supporting HR policies.

Salary: ₹7,000 - ₹8,000/month

Email: For further details, send your resume to weshineacademy1@gmail.com

Experience: 1+ year in HR (Preferred).

9.Job Title: HR Generalist
Company: REACH TALENT SOLUTIONS
Location: Tiruchchirappalli, Tamil Nadu

We are hiring an experienced HR Generalist with 5+ years of experience in HR. Responsibilities include recruitment, talent management, benefits administration, compliance, and employee relations.

Salary: From ₹30,000/month

Contact: Send your resume to rtssangeetha24@gmail.com

Phone: 6369713177

Experience: 5+ years in HR (Preferred).

10.Job Title: Human Resource Manager
Company: Zooqfilms
Location: Ponmeni, Madurai, Tamil Nadu (Remote option unavailable)

Zooqfilms is seeking an HR Manager with 2+ years of experience in HR management. Responsibilities include recruitment, employee relations, performance management, and policy development.

Salary: From ₹10,000/month

Email: Send your resume to zooqproduction@gmail.com

Experience: 2+ years in HR (Preferred)

11.Job Title: Talent Acquisition Specialist
Company: Droidal
Location: Perungudi, Chennai, Tamil Nadu

Droidal is seeking a Talent Acquisition Specialist with 2+ years of experience. Responsibilities include managing end-to-end recruitment, sourcing top talent, and collaborating with hiring managers.

Salary: ₹20,000 - ₹25,000/month

Contact: Email your resume to anitha@droidal.com

Experience: Minimum 2 years in talent acquisition (Preferred)

12.Job Title: Administration Assistant

Company: Maatrom HR Solution

Location: Nungambakkam, Chennai, Tamil Nadu

Maatrom HR Solution is hiring an Admin Assistant with 2+ years of experience. Responsibilities include administrative tasks, MS Office proficiency, and handling communication.

Salary: ₹18,000/month

Contact: Call **8939835660** or email hr10maatromsolution@gmail.com

Experience: 2 years (Required)

13.Job Title: HR Recruiter

Company: Viriksha HR Solution Pvt Ltd

Location: Perungudi, Chennai, Tamil Nadu

Viriksha HR Solution is hiring an HR Recruiter (Fresher to 4 years experience). Responsibilities include handling recruitment (Non-IT), using job portals (Naukri, Indeed, LinkedIn), and candidate sourcing.

Salary: ₹8,086 - ₹25,457/month

Contact: Call **8148149677** or email hemalatha@virikshahrsolution.com

Experience: Fresher to 4 years (Preferred)

14.Job Title: Senior Recruiter

Company: Pacific Engineered Surfaces Pvt Ltd

Location: Hosur, Tamil Nadu

Pacific Engineered Surfaces is hiring a Senior Recruiter for end-to-end recruitment in the manufacturing sector. Responsibilities include sourcing, screening, interviewing, and coordinating the hiring process.

Salary: ₹35,000 - ₹38,000/month

Experience: 3+ years in manufacturing recruitment

Contact: Call **7845330555** or email hr@pacific-surfaces.com

15.Job Title: HR Business Partner

Company: Kevell Corp

Location: Palni, Tamil Nadu

Kevell Corp is hiring an HR Business Partner to align HR strategies with business goals. Responsibilities include talent acquisition, employee engagement, and performance management.

Salary: Competitive based on experience

Experience: 2+ years in HR & business development

Contact: Call **7708877258** or email vigneshwaran.m@kevells.com

16.Job Title: HR Recruiter

Company: Enterstellar Staffing and IT Solutions

Location: Chennai

Enterstellar Staffing and IT Solutions is looking for an HR Recruiter to attract, source, and hire top talent. Responsibilities include collaborating with hiring managers and managing the full-cycle recruitment process to ensure a positive candidate experience.

Experience: 1-3 years

Salary: ₹1.5-3 Lacs P.A.

Contact: Call **988 474 1304** or email hr@enterstellar.com

17.Job Title: IT Recruiter

Company: Culminant Outlook

Location: Chennai, Tiruchirapalli

Culminant Outlook is hiring an IT Recruiter with proven experience in technical recruitment. Responsibilities include sourcing candidates, evaluating profiles, managing the recruitment process, and ensuring timely hiring.

Experience: 1-4 years

Contact: Call **7092233603** or email taspecialist5@culminantoutlook.com.

Time & Venue: 13th January, 9:30 AM - 4:30 PM, PLA Kanagu Towers, Thillai Nagar, Tiruchirappalli.

18.Job Title: HR Operations

Company: Culminant Outlook

Location: Chennai

Culminant Outlook is hiring an experienced HR Operations professional with 7-12 years of experience in recruitment and HR operations, preferably in the mortgage industry. Responsibilities include managing high-volume hiring, overseeing HR operations, and

handling team management. Cab provided for shifts from 4 PM to 1 AM and 7:30 PM to 4:30 AM.

Experience: 7-12 years

Contact: Email bhuvan@culminantoutlook.com

Shift Details: 4 PM - 1 AM & 7:30 PM - 4:30 AM

19.Job Title: HR Manager

Company: Sharadha Terry Products

Location: Mettupalayam, Coimbatore

Sharadha Terry Products is hiring an HR Manager with 10+ years of experience, preferably in manufacturing HR. The role involves recruitment, training, employee relations, compensation management, and ensuring legal compliance. Strong communication and interpersonal skills are required. Age: Up to 40 years.

Experience: 10+ years

Contact: savithri@kgworldwide.com

20.Job Title: Field Recruiter

Company: Flipkart

Location: Puducherry, Salem, Erode, Tamil Nadu

Flipkart is hiring a Field Recruiter with 6 months of HR experience to source and recruit candidates across Tamil Nadu. The role includes posting jobs, screening resumes, assessing candidates' skills, and onboarding new hires. Strong communication and interpersonal skills required. Willingness to travel is essential.

Experience: Minimum 6 months in HR

Contact: Ahamed Jaffer, 9360800387

Email: Ahamedjaffera.vc@flipkart.com

21.Job Title: HR Executive and Recruiter

Company: Kamal CED Solutions

Location: Hosur, Tamil Nadu

Kamal CED Solutions is hiring an HR Executive and Recruiter with 2-4 years of experience. The role includes recruitment, employee onboarding, performance management, employee relations, policy development, and benefits administration. Strong communication and organizational skills required.

Experience: 2-4 years

Contact: Sajjan (Senior HR Executive), 9996990501

22.Job Title: US IT Recruiter - Fresher
Company: Vagus Technologies
Location: Tiruchirapalli/Trichy, Tamil Nadu

Vagus Technologies is hiring a US IT Recruiter. Freshers with good English communication skills and a completed technical degree are welcome to apply. Experience of 1+ year is a plus. The role involves recruitment for US IT positions, and it is a work-from-office job.

Experience: 0-5 years
Email: ssamy@vagustech.com

23.Job Title: HR Manager
Company: Visionary Recruitment Services
Location: Vellore (Ambur, Tirupattur, Ranipet, Arakkonam)

We are seeking an HR Manager with 8-13 years of experience in manpower recruitment, payroll systems, and statutory compliance. The candidate should have proficiency in HR software (HRMS, HRIS, SAP, ERP) and a strong understanding of labour laws. Experience in conducting training, addressing grievances, and working with compliance standards such as SA8000 and BSCI is essential. Immediate joiners preferred.

Experience: 8-13 years
Contact: 9655777139

24.Job Title: Senior Manager (US Staffing)
Company: Savvysoft Technologies (VIVA-IT India)
Location: Chennai

We are looking for a Senior Manager (US Staffing) with 10-20 years of experience to manage staffing services and IT recruitment. The role includes sourcing candidates, liaising with clients, negotiating pay rates, and ensuring timely candidate submission. Extensive experience in VMS/MSP recruitment and working with multiple IT & Non-IT technologies is required.

Experience: 10-20 years
Email: gowthamk@viva-it.com

25.Job Title: HR Head, HR Manager, Assistant Manager HR, Plant HR, Corporate HR
Company: Iplace Consultant
Location: Chennai, Kolkata, New Delhi, Hyderabad, Pune, Ahmedabad, Bengaluru, Delhi/NCR, Mumbai (All Areas)

Experience: 10-20 years
Salary: 15-30 Lacs P.A.

We are hiring for multiple HR roles including HR Generalist, Recruitment, Payroll, Employee Engagement, Performance Appraisal, and Talent Acquisition. Ideal candidates should have experience in HR operations, employee relations, and non-IT recruitment.

Email: pooja@iplaceconsultant.co.in

26.Job Title: Admin Executive

Company: ADD Ur Co LLP

Location: Chennai (Teynampet, Royapettah, Royapuram, Mylapore)

Experience: 2-6 years

Salary: 2-3 Lacs P.A.

We are seeking an Admin Executive to maintain showroom facilities, ensure smooth daily operations, handle basic banking tasks, and manage material purchasing. A valid two-wheeler license is required. Ideal candidates should be male, a graduate, and available from 10 AM to 7 PM.

Contact: Preethi

Phone: 6382942219

