

1.Job Title: Assistant Front Office Manager

Company: Savera Hotel

Location: India (In-person)

Salary: ₹30,000 - ₹40,000 per month

Experience: Minimum 4 years required

Job Description:

Savera Hotel is seeking an experienced Assistant Front Office Manager to lead and motivate our front office team. Responsibilities include ensuring guest satisfaction, handling complaints, staff training, financial performance, and maintaining high service standards. The role involves supervising arrivals/departures, preparing revenue reports, and ensuring team compliance with hotel policies. Rotational shifts apply.

Benefits:

- Food provided
- Paid sick time
- Provident Fund

Contact: +91 7305971870

2.Job Title: Front Office Executive

Company: Dr. Ahameds Apple LLP

Location: Velachery, Chennai, Tamil Nadu (In-person)

Salary: ₹15,000 - ₹30,000 per month

Experience: 1-2 years (Healthcare setting preferred)

Job Description:

Dr. Ahameds Apple LLP seeks a skilled Front Office Executive to manage patient registration, reception duties, appointment scheduling, and front office operations. The role involves maintaining confidentiality, providing excellent communication, and ensuring a well-maintained front office. Proficiency in hospital software and empathy towards patients is essential.

Schedule: Day shift

Supplemental Pay: Performance bonus

Contact: +91 63697 35078

3.Job Title: Office Administrator

Company: FITA Academy

Location: Anna Nagar, Chennai, Tamil Nadu (In-person)

Salary: ₹15,000 - ₹18,000 per month

Experience: Diploma/ITI required (Driving two-wheeler preferred)

Job Description:

FITA Academy is hiring a dedicated Office Administrator (Male candidates only) to manage daily operations. Responsibilities include administrative tasks, customer service, and maintaining smooth office functions. Candidates aged 25 or below with a Diploma/ITI qualification are preferred. Immediate selection with one round of interview.

Schedule: Morning shift (7:30 AM - 4:30 PM)

Contact: +91 97905 57222

4.Job Title: Office Manager

Company: SKST Chit Funds Pvt Ltd

Location: Gandhipuram, Coimbatore, Tamil Nadu (In-person)

Salary: ₹25,000 - ₹35,000 per month

Experience: 5 years preferred (Freshers can apply)

Job Description:

SKST Chit Funds Pvt Ltd is hiring a qualified female Office Manager with strong leadership skills to manage chit fund operations, handle diverse customers, and generate new business. The role requires motivating development officers and ensuring smooth office operations. Candidates must be willing to relocate within Coimbatore district.

Benefits:

- Cell phone reimbursement
- Provident Fund
- Commission pay & yearly bonus

Schedule: Day shift

Contact: +91 7899554400

5.Job Title: Admin Manager

Company: G.P. Textiles

Location: Karur, Tamil Nadu (In-person)

Salary: ₹30,000 - ₹40,000 per month

Experience: 3+ years preferred

Job Description:

G.P. Textiles is seeking an experienced Admin Manager to oversee administrative operations, recruit and train staff, manage office processes, ensure compliance with labor laws, and coordinate welfare, safety, and security measures. Responsibilities include policy formulation, performance appraisals, event planning, and liaison with government authorities. Candidates should possess strong leadership and managerial skills.

Benefits:

- Cell phone reimbursement
- Health insurance
- Provident Fund

Schedule: Day shift

Contact: +91 7305086397

6.Job Title: Sr. HR Executive (Generalist)

Company: M/S Rank Projects and Development Pvt Ltd

Location: Saidapet, Chennai, Tamil Nadu

Salary: ₹25,000 - ₹30,000 per month

Experience: 3-7 years (Construction/Manufacturing/Non-IT background preferred)

Job Description:

M/S Rank Projects seeks an experienced Sr. HR Executive skilled in recruitment, onboarding, and employee database management. The candidate must be proficient in Excel, Word, and documentation, with excellent communication and interpersonal skills. Hindi proficiency is mandatory. Responsibilities include talent acquisition, process documentation, and industry trend analysis.

Contact:

- **Email:** hr.operations@rankprojects.com
- **Phone:** 8925819641

7.Job Title: HR Recruiter

Company: Genesis Finservice

Location: Chennai, Tamil Nadu

Salary: ₹15,000 - ₹20,000 per month

Experience: Relevant experience in recruiting; Hindi proficiency is mandatory

Job Description:

Genesis Finservice seeks an HR Recruiter to design job descriptions, source candidates via online platforms, screen resumes, and conduct interviews. Responsibilities include creating and distributing assignments, advertising job openings, and managing HR metrics like time-to-hire. Immediate joiners are preferred.

Email: shalini.hrexecuv@gmail.com

8.Job Title: HR and Payroll

Company: Diostec

Location: Thoraiakkam, Chennai, Tamil Nadu

Salary: ₹20,000 - ₹30,000 per month (Based on experience)

Experience: 1.5 to 3 years in HR and payroll

Job Description:

Diostec seeks a dynamic HR and Payroll professional to manage payroll processing, recruitment, employee relations, and compliance. Candidates must have strong knowledge of payroll operations, excellent communication skills, and proficiency in MS Office, especially Excel. Immediate joiners are preferred.

Contact:

- **Email:** hr@diostec.in
- **Phone:** +91 7200449651

9.Job Title: Office Assistant

Company: YaavarumKelir HR Services

Location: Kovilpalayam, Coimbatore, Tamil Nadu

Salary: ₹12,000 - ₹13,000 per month

Experience: 0 - 1 year

Job Description:

YaavarumKelir HR Services is hiring a **Female Office Assistant** to manage daily administrative tasks. Candidates must hold a degree and possess good organizational skills. Benefits include health insurance, Provident Fund, performance bonuses, and yearly bonuses. Applicants should be able to commute or plan to relocate to Kovilpalayam.

Contact:

- **Phone:** 8072331760 / 9894491760

10.Job Title: HR Executive (Female Candidates Preferred)

Company: VETRIVEL RUBBER AND SERVICES LLP

Location: Madurai, Tamil Nadu (Melur location preferred)

Salary: From ₹12,000 per month

Experience: Freshers welcome

Job Description:

VETRIVEL RUBBER AND SERVICES LLP is hiring an **HR Executive** to manage employee relations, recruitment, and HR functions. The role involves managing grievances, handling PF and ESI submissions, maintaining attendance records, and supporting training initiatives. **Female candidates** from the **Melur** area are preferred.

Benefits:

Health insurance, Provident Fund, Yearly bonus

Contact:

- **Phone/WhatsApp:** 8098909081

11.Job Title: Human Resource Manager
Company: Zooqfilms
Location: Ponmeni, Madurai, Tamil Nadu
Salary: From ₹10,000 per month
Experience: 2+ years in HR (Preferred)

Job Description:

Zooqfilms is looking for a **Human Resource Manager** to manage recruitment, employee relations, performance management, and compliance. You will also lead initiatives for a positive workplace culture, diversity, and employee development. Applicants should have 2+ years of HR experience, preferably in media or creative industries.

Benefits:

Cell phone reimbursement, Paid time off, Performance bonuses

Email: zooqproduction@gmail.com

12.Job Title: HR Generalist (Female Only)
Company: Proultime Engineering Solutions Pvt Ltd
Location: Porur, Chennai, Tamil Nadu
Salary: Up to ₹25,000 per month
Experience: 3-5 years as HR Generalist (Preferred)

Job Description:

Proultime Engineering Solutions Pvt Ltd is hiring an **HR Generalist** to manage employee relations, recruitment, performance management, training, and compliance. The role involves assisting in payroll, benefits, and organizing employee engagement activities. Candidates should have a Bachelor's/Master's degree in HR with 3–5 years of experience.

Benefits:

Health insurance, Provident Fund, Overtime pay, Yearly bonus

Email: sabari@proultima.net

13.Job Title: HR Recruiter
Company: ALPHA APPARELS (A Unit of Best Corporation Private Limited)
Location: Coimbatore, Tamil Nadu
Salary: ₹14,000 - ₹20,000 per month
Experience: Fresher (Preferred)

Job Description:

ALPHA APPARELS is hiring an **HR Recruiter** to handle recruitment, manage employee grievances, and coordinate HR and admin functions. Responsibilities include monitoring leave and absenteeism, recruiting skilled employees, resolving queries, and preparing manpower-related reports. A fresher with MBA/MSW qualification is preferred.

Benefits:

Health insurance, Leave encashment, Provident Fund, Free Hostel (for Girls only)

Contact:

- **Phone:** 8344027885

14.Job Title: HR and Admin

Company: IIRDF

Location: Guindy, Chennai, Tamil Nadu

Salary: ₹20,000 - ₹25,000 per month

Experience: 5 years (Preferred)

Job Description:

IIRDF is hiring dynamic **HR and Admin** professionals to handle recruitment, onboarding, employee engagement, and office coordination. Responsibilities include managing HR functions, supporting company policies, and handling administrative tasks. Proficiency in MS Office and administrative tools is required. Graduate/Postgraduate in HR or Business Administration is preferred.

Work Timings: 9:30 AM to 6:30 PM

Contact:

Phone: 9043331818

15.Job Title: Human Resource Executive

Company: Splendenslab IT Ventures Pvt Ltd

Location: Salem, Tamil Nadu

Salary: ₹15,000 - ₹30,000 per month

Experience: 1 to 6 years

Job Description:

Splendenslab IT Ventures is seeking an **HR Executive** to manage recruitment, implement HR policies, maintain records, and ensure compliance with labor laws. Responsibilities include sourcing, screening, onboarding, and organizing training programs. Bachelor's degree in HR or related field required. Strong communication skills and proficiency in HR software & MS Office are a must.

Contact:

Phone: +91 7708101977, +91 9500750652

Email: contact@splendenslab.com, splendenslabjobpost@gmail.com

16.Job Title: HR and Administration Lead

Company: VJR Developers

Location: Arumbakkam, Chennai

Experience: 5 - 8 years

Job Description:

VJR Developers is looking for an **HR and Administration Lead** to manage employee records and handle regular HR operations. The role involves overseeing HR functions and ensuring smooth administration of processes. Candidates with experience in managing employees and records are preferred.

Contact:

Phone: 9941344422

Location: VJR Developers, 3 Redsun Square, Durga Street, 2nd Floor, Sakthi Nagar, Arumbakkam, Chennai - 106.

17.Job Title: IT Recruiter - Chennai ONLY

Company: Photon

Location: Chennai

Experience: 2 - 7 years

Salary: ₹3-8 Lacs P.A.

Job Description:

Photon is hiring an **IT Recruiter** with 2+ years of experience in IT recruitment. Candidates should have an IT company background and an MBA in HR. This is an office-based position, and only immediate joiners are preferred. The ideal candidate should be dedicated, eager to learn, and adapt to processes.

Email: neelima.balivada@photon.com

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

Company: JRK Research

Location: Abhiramapuram, Chennai

Experience: 3 - 6 years

Salary: ₹2-3.5 Lacs P.A.

Job Description:

Dr. JRK's Research and Pharmaceuticals Pvt Ltd is looking for an HR Executive to manage the recruitment process for the marketing team. Responsibilities include sourcing, screening, conducting telephonic interviews, scheduling interviews, maintaining candidate records, and onboarding new hires.

Contact:

Phone: 9094200201

19.Job Title: HR Generalist
Company: Rapid Care
Location: Saidapet, Chennai, Tamil Nadu
Experience: 3 - 5 years
Salary: ₹3.75 - 4.5 Lacs P.A.

Job Description:

Rapid Care is looking for an experienced HR Generalist with 2-4 years of experience in a corporate environment. Responsibilities include managing HR functions, ensuring compliance with employment laws, and handling HR software and Microsoft Office Suite. Strong interpersonal skills and the ability to handle confidential information are essential.

Contact:

Phone: 7358520605
Email: hr@rapidcare.ai

Interview Date: 21st January - 24 January , 9.30 AM - 5.30 PM
Location: VLV Complex, 2nd Floor, Little Mount, Saidapet, Chennai.

20.Job Title: Human Resources
Company: Gembrill Technologies
Location: Chennai
Experience: 3 - 5 years
Salary: ₹5 - 6 Lacs P.A.

Job Description:

Gembrill Technologies is seeking an HR professional with 3-5 years of experience in managing onboarding, employee performance, payroll, grievances, and benefits. Responsibilities also include leveraging technology for HR processes and ensuring compliance with labor laws. The ideal candidate should have a Bachelor's or Master's degree in HR or a related field.

Contact:

Phone: 9940066935
Email: rlavanya@gembrill.com

21.Job Title: Manager - HR
Company: Lead HR Services
Location: Chennai
Experience: 10 - 15 years
Salary: ₹20 - 22.5 Lacs P.A.

Job Description:

Lead HR Services is hiring for a Manager - HR & IR with 10-15 years of experience in HR & IR, Training & Development, and Union handling. The ideal candidate should have strong

expertise in Industrial Relations and an MBA (HR) (Regular). The position is based in Chennai.

Contact:

Phone: 99406 32343

Email: careers@leadhr.net

22.Job Title: GM - HR

Company: Lead HR Services

Location: Chennai

Experience: 15 - 18 years

Salary: ₹35 - 37.5 Lacs P.A.

Job Description:

Lead HR Services is hiring for a GM - HR position in a Manufacturing MNC. The ideal candidate should have 15-18 years of experience in HR, Training & Development, Performance Management, Employee Engagement, and HR Budgeting. An MBA (HR) (Regular Only) is required. Excellent communication skills are essential.

Contact:

Phone: 99406 32343

Email: careers@leadhr.net

23.Job Title: Manager - Talent Acquisition

Company: EqualizeRCM Services

Location: Coimbatore, Mysore

Experience: 9 - 13 years

Job Description:

EqualizeRCM Services is hiring a Manager - Talent Acquisition for their healthcare sector team. The role involves managing a recruitment team, executing talent acquisition strategies, and overseeing end-to-end recruitment. Ideal candidates will have 9-13 years of experience in executive talent acquisition in healthcare, with strong communication and negotiation skills. MBA in HR preferred.

Email: bhuvaneswari.m@equalizercm.com

24.Job Title: US Healthcare Recruiter

Company: Vee Healthtek

Location: Chennai

Experience: 1 - 4 years

Salary: 35K CTC Max (Based on experience)

Job Description:

Vee Healthtek is hiring a US Healthcare Recruiter with 1-4 years of experience in Medical Coding Recruitment. The role includes sourcing candidates, engaging with potential candidates, and managing the full recruiting lifecycle. Candidates must have a strong understanding of US Healthcare Recruitment & Medical Coding.

Contact:

Phone: 9443238706 (Available on WhatsApp)

Email: ramesh.m@veehealthtek.com

25.Job Title: IT Recruiter

Company: Reach Talent Solutions

Location: Tiruchirapalli (Srirangam)

Experience: 1+ years in IT Recruiting

Salary: 1.25 - 2.25 Lacs P.A.

Job Description:

Reach Talent Solutions is hiring an IT Recruiter with 1+ years of experience. The role involves sourcing, screening, and shortlisting candidates for IT positions. Applicants should have a strong understanding of recruitment processes, tools, and best practices. Immediate joiners, female candidates preferred.

Contact:

Phone: 6362187562

26.Job Title: Recruiter

Company: GSN Consulting

Location: Chennai (Kilpauk Garden, Egmore, Arumbakkam, Koyambedu, Maduravoyal, Anna Nagar, Shenoy Nagar, Villivakkam, Kolathur, Perambur, Padi)

Experience: 1 - 5 years

Salary: 1.5 - 3 Lacs P.A.

Job Description:

GSN Consulting is hiring Experienced Recruiters to support MNC clients across India and abroad. The role involves sourcing and recruiting through various channels such as job portals and social media. Extensive training will be provided. No BPO, night shifts, or graduation/age constraints. Ideal candidates should be passionate, go-getters, and living within 10 km of Kilpauk.

Contact:

Phone: 9840068070 / 9840035825 / 9840053305

27.Job Title: HR Executive and Recruiter

Company: Linz Technologies

Location: Chennai (Mogappair West, Nolambur)

Experience: 0 - 1 year

Salary: 1.5 - 2 Lacs P.A.

Women candidates preferred

Job Description:

Linz Technologies is hiring an HR Executive and Recruiter. Responsibilities include collaborating with hiring managers, sourcing candidates through various channels, screening resumes, conducting interviews, and providing feedback. Assist with recruitment processes, candidate coordination, and onboarding. Support other HR functions and maintain recruitment records.

Qualifications:

- Bachelor's degree in Human Resources or related field
- 0-1 year of experience in recruitment or HR
- Strong communication skills

Contact:

Email: careers@linztechnologies.com

Phone: 9150222779

28.Job Title: Talent Acquisition Executive

Company: Access Healthcare

Location: Ambattur Estate, Chennai

Experience: 1 - 2 years

Salary: 2 - 4 Lacs P.A.

Shift: General

Job Description:

Access Healthcare is hiring an HR Recruiter for Medical Coding. The role involves sourcing candidates using tools like job boards, LinkedIn, and social media, utilizing direct sourcing techniques, and maintaining talent pipelines. Responsibilities include conducting phone interviews, tracking candidates, and ensuring timely communication.

Qualifications:

- 1-2 years of experience in HR recruitment
- Strong sourcing and communication skills

Contact:

Email: praveen.t@accesshealthcare.com

Phone: 9655581000

29.Job Title: IT Recruiter (Domestic Recruitment)

Company: Techy Geeks

Location: Chennai
Experience: 2 - 8 years
Salary: 2 - 7 Lacs P.A.

Job Description:

Techy Geeks is hiring an IT Recruiter with 2+ years of experience in domestic IT recruitment. Candidates should have hands-on experience with job portals like Naukri and LinkedIn, sourcing profiles for technologies like Java, .NET, Testing, and Cloud. Strong communication and negotiation skills are required. Familiarity with C2H hiring processes is a plus.

Job Timing: 25th January, 10:00 AM - 4:00 PM

Venue: Canyon Workspace A4, Chandrasekran Avenue, Thoriapakkam OMR Road, Chennai 600097

Contact: Sujitha: 9940193712

30.Job Title: Executive Recruiter

Company: Intris Consulting

Location: Chennai (Kilpauk)

Experience: Freshers Welcome!

Job Description:

Intris Consulting is hiring for an Executive Recruiter. Freshers with any graduate degree are encouraged to apply. Responsibilities include sourcing, screening, and identifying candidates through job portals and digital media, conducting initial phone interviews, coordinating interviews with hiring managers, and assisting in negotiating offers. The role ensures a positive candidate experience throughout the hiring process.

Contact:

Venu: 7845000040

Email: venu@intris.in

31.Job Title: HR Recruiter (Female)

Company: ART Technologies

Location: Chennai, Thiruvananthapuram

Experience: 1 to 5 years

Salary: ₹15,000 to ₹20,000 + Incentives

Job Description:

ART Technologies is hiring an HR Recruiter (Female) for a Day Shift role. Responsibilities include designing and updating job descriptions, sourcing candidates from job portals like Naukri, drafting emails, and scheduling interviews. Strong communication skills and fluency in Malayalam, Tamil, or Hindi are required. **Contact: Mariya:** 7200189717

32.Job Title: HR Recruiter

Company: Access Healthcare

Location: Ambattur Estate, Chennai

Experience: 1 to 3 years

Job Description:

Access Healthcare is hiring an HR Recruiter for their Medical Coding team. Responsibilities include sourcing candidates through job boards, LinkedIn, social media, and other channels. You will build and maintain talent pipelines, conduct initial phone interviews, and ensure timely communication throughout the recruitment process. Ideal candidates will have 1 to 3 years of experience in HR recruitment and be skilled in sourcing techniques.

Contact:

Ranjitha HR: 8807618852 (Calls & WhatsApp)

