

**1.Job Title:** Front Office / Admin  
**Company:** Avenue Hotel  
**Location:** Pallavaram, Chennai, Tamil Nadu

**Job Details:**

We are seeking male candidates aged 30+ for the Front Office / Admin role at Avenue Hotel. Applicants must be currently based in Chennai and ready to join immediately.

**Job Type:** Full-time  
**Salary:** Up to ₹20,000 per month  
**Experience:** Relevant experience preferred.

**Schedule:** Rotational shifts

**Contact:** 9176649899

**2.Job Title:** Administration Officer  
**Company:** UNITY SHIP MANAGEMENT PVT LTD  
**Location:** Sholinganallur, Chennai, Tamil Nadu

**Job Details:**

We are seeking a skilled Administration Officer to join our team. Responsibilities include front desk coverage, maintaining accounts payable/receivable records, resolving vendor issues, and performing related duties as needed.

**Job Type:** Full-time, Permanent  
**Salary:** ₹52,000 - ₹75,000 per month  
**Experience:** Minimum 1 year preferred  
**Benefits:** Health insurance  
**Schedule:** Day shift

**Contact:** +91 8667088228

**3.Job Title:** Administrative Manager  
**Company:** Law Trust NGO  
**Location:** Nagapattinam, Tamil Nadu

**Job Details:**

We are hiring an Administrative Manager for Law Trust NGO. Responsibilities include managing contracts, procurement, HR administration, and vendor monitoring. Tasks include issuing offer/appointment letters, collecting staff documents, and maintaining personnel files.

**Job Type:** Full-time, Permanent  
**Salary:** ₹13,972.49 - ₹20,000.00 per month  
**Experience:** Minimum 2 years preferred

**Benefits:** Health insurance, Provident Fund

**Schedule:** Day shift

**Contact:**

Phone: +91 7904086978

Email: [lawtrust1986@gmail.com](mailto:lawtrust1986@gmail.com)

**4.Job Title:** Human Resources Manager

**Company:** VVRS Chit Fund Tamilnadu Private Limited

**Location:** Erode, Tamil Nadu

**Job Details:**

We are seeking an experienced Human Resources Manager to oversee HR operations, including payroll management and performance monitoring. Candidates should have a minimum of 4 years of experience in the HR field.

**Job Type:** Full-time

**Salary:** ₹10,000 - ₹20,000 per month (with performance bonus)

**Experience:** Minimum 4 years in HR, payroll experience preferred

**Schedule:** Morning shift

**Contact:**

Phone: 8056541114

**5.Job Title:** US IT Recruiter

**Company:** Ludo Digitech

**Location:** Mount Road, Saidapet, Chennai, Tamil Nadu

**Job Details:**

Ludo Digitech is hiring experienced US IT Recruiters. Candidates must have at least 1 year of experience in US recruiting. Responsibilities include recruitment, contract management, legal compliance, and employee management.

**Job Type:** Full-time

**Salary:** ₹15,000 - ₹50,000 per month

**Experience:** Minimum 1 year in US IT Recruitment

**Schedule:** Night shift (7:00 PM - 4:00 AM), Monday to Friday

**Contact:**

Phone: 8110955571

**6.Job Title:** HR Executive - Generalist

**Company:** Primesource Consulting LLP

**Location:** Mylapore, Chennai, Tamil Nadu

**Job Details:**

We are hiring an HR Executive for a Solar-based Manufacturing Corporate Unit. Candidates must have 2-3 years of experience in payroll processing, statutory compliance, and other HR activities. Proficiency in Excel and good communication skills are essential.

**Job Type:** Full-time

**Salary:** ₹9,051.42 - ₹24,193.14 per month (Negotiable)

**Experience:** Minimum 2 years in payroll and HR-related roles

**Schedule:** Day shift

**Benefits:** Provident Fund

**Email:** [hamsini.r@primesourcellp.com](mailto:hamsini.r@primesourcellp.com)

**7.Job Title:** HR Manager - Restaurants

**Company:** SRM Group

**Location:** Katankulathur, Chennai, Tamil Nadu

**Job Details:**

SRM Group is hiring an HR Manager with 5-10 years of experience, preferably in the restaurant sector. The role includes managing payroll, employee relations, and succession planning. Immediate joiners preferred.

**Job Type:** Full-time

**Salary:** ₹40,000 - ₹60,000 per month

**Experience:** Minimum 5 years in HR management

**Schedule:** Day shift

**Contact:**

Email: [recruit@srmgroup.co.in](mailto:recruit@srmgroup.co.in)

WhatsApp: 9884800604

**8.Job Title:** HR Recruiter

**Company:** KOKA Technology Private Limited

**Location:** Mogappair West, Chennai, Tamil Nadu

**Job Details:**

KOKA Technology is hiring an HR Recruiter with 2+ years of experience to manage end-to-end recruitment processes. Responsibilities include job postings, sourcing candidates, conducting screenings, scheduling interviews, and maintaining recruitment metrics. Strong communication and organizational skills are essential.

**Job Type:** Full-time

**Salary:** Up to ₹20,000 per month

**Benefits:** Provident Fund, paid sick time, food provided, and cell phone reimbursement

**Contact:**

Email: [hr@kokatechnology.com](mailto:hr@kokatechnology.com)

Phone: 91506 61834

**9.Job Title:** HR Executive

**Company:** Vision India Insurance

**Location:** Cheran Nagar, Koundampalayam, Coimbatore, Tamil Nadu

**Job Details:**

Vision India Insurance is hiring an HR Executive with 2+ years of experience in recruitment and employee relations. Responsibilities include sourcing candidates, conducting interviews, managing administrative tasks, and fostering a positive workplace culture. Candidates should have excellent communication skills in English and the local language, along with strong organizational abilities.

**Job Type:** Full-time, Permanent

**Salary:** ₹14,000 - ₹20,000 per month

**Contact:**

Phone: 9715644555, 9698955666

**10.Job Title:** Sr. HR Recruiter

**Company:** Integrated Assessment Services Pvt Ltd

**Location:** Chennai, Tamil Nadu

**Job Details:**

Integrated Assessment Services Pvt Ltd is seeking a Sr. HR Recruiter with 5+ years of experience in recruitment and HR management. Key responsibilities include overseeing talent acquisition, managing employee engagement, and ensuring HR compliance. Candidates should have a master's degree in HR, strong knowledge of labor laws, and excellent leadership and communication skills.

**Job Type:** Full-time, Permanent

**Salary:** ₹30,000 - ₹40,000 per month

**Email:** [recruiter4@iascertification.com](mailto:recruiter4@iascertification.com)

**11.Job Title:** HR Manager

**Company:** Atchayapatra Foods Private Limited

**Experience:** 2 years preferred

**Location:** Thathaneri, Madurai, Tamil Nadu

**Job Details:**

Atchayapatra Foods Private Limited is seeking an HR Manager with supervisory experience to lead the team. Responsibilities include overseeing HR operations, succession planning, and

ensuring high operational standards. Candidates should have proficiency in Microsoft Office and a diploma.

**Job Type:** Full-time

**Salary:** Negotiable

**Contact:**

Email: [hrexecutive@elysiumgroups.com](mailto:hrexecutive@elysiumgroups.com)

Phone: 7358110488

**12.Job Title:** HR Executive (2-4 yrs)

**Company:** Xindo Window Pvt Ltd

**Location:** Chennai, Tamil Nadu

**Job Details:**

Xindo Window Pvt Ltd is hiring an HR Executive to assist senior HR in recruitment and HR functions. Candidates should have 1-4 years of experience in HR recruitment or a similar role. Immediate joiners preferred.

**Job Type:** Full-time

**Salary:** ₹20,000 - ₹30,000/month

**Experience:** 1-4 years in HR recruitment

**Location:** CIT Nagar, Chennai

**Contact:**

Phone: 9940 148 606

Email: [info@xindowindow.com](mailto:info@xindowindow.com)

**Walk-in Interview:** 25th-29th Jan 2025, 10:30 am - 2:30 pm

**13.Job Title:** Human Resource Executive

**Company:** Sri Velavan Agro

**Location:** Tiruchchirappalli, Tamil Nadu

**Job Details:**

Sri Velavan Agro is looking for a Human Resource Executive to oversee HR functions such as recruitment, employee relations, compliance, and payroll. Candidates should have experience in HR management and employee relations.

**Job Type:** Full-time

**Salary:** ₹15,000 - ₹20,000/month

**Experience:** 1-3 years in HR

**Location:** Tiruchchirappalli, Tamil Nadu

**Contact:**

Phone: 8056999883

Email: [hr@sri.velavanagro.com](mailto:hr@sri.velavanagro.com)

**14.Job Title:** HR Coordinator  
**Company:** S.P. Apparels Ltd  
**Location:** Perundurai, Tamil Nadu

**Job Details:**

S.P. Apparels Ltd is hiring an HR Coordinator to assist with recruitment, employee relations, payroll, performance management, and training.

**Job Type:** Full-time, Permanent  
**Salary:** ₹20,000 - ₹30,000/month (Estimated)  
**Experience:** 2+ years in HR  
**Qualifications:** MBA/MSW in HR or related field  
**Schedule:** Day shift, Morning shift, Weekend availability  
**Location:** Perundurai, Tamil Nadu

**Contact:**

Phone: 8072431119

Email: [hr@sapparels.com](mailto:hr@sapparels.com)

**15.Job Title:** HR Manager  
**Company:** Coco Lagoon Resort by Great Mount  
**Location:** Pollachi H.O, Coimbatore, Tamil Nadu

**Job Details:**

Coco Lagoon Resort is looking for an HR Manager to lead recruitment, employee engagement, compliance, performance management, and payroll systems.

**Job Type:** Full-time, Permanent  
**Salary:** ₹45,000 - ₹55,000/month  
**Experience:** 6+ years in HR, 3+ years in payroll, preferably in the hospitality industry  
**Qualifications:** Bachelor's degree (Preferred)  
**Schedule:** Day shift  
**Location:** Pollachi H.O, Coimbatore, Tamil Nadu  
**Email:** [vpm@greatmount.in](mailto:vpm@greatmount.in), [gm@greatmount.in](mailto:gm@greatmount.in)

**16.Job Title:** BFSI Recruiter - Sales Hiring (Banking & NBFC Firms) **Openings:** 5  
**Experience:** 3 months - 5 years in BFSI recruitment  
**Company:** AV Global Advisory Services  
**Location:** Chennai, Avadi (Work from office)

**Job Details:**

AV Global Advisory Services is urgently hiring a Recruiter/Sr. Recruiter for Sales hiring in Banking, NBFC, and Insurance sectors. **Job Type:** Full-time, Office-based

**Salary:** ₹1.5 - ₹3 Lacs per annum  
**Email:** [anandhi@avglobaladvisory.com](mailto:anandhi@avglobaladvisory.com)

**17.Job Title:** Team Lead/Asst. Manager/Manager - NON IT Recruitments

**Company:** AV Global Advisory Services

**Location:** Chennai, Avadi (Work from office)

**Job Details:**

AV Global Advisory Services is hiring for Team Lead/Asst. Manager/Manager role in Non-IT recruitments, with a focus on BFSI, Non-IT, and Manufacturing domains.

**Job Type:** Full-time, Office-based

**Salary:** ₹3 - ₹4 Lacs per annum

**Experience:** 4 - 6 years in recruitment, preferably in consulting firms

**Location:** Avadi, Chennai

**Openings:** 2

**Email:** [anandhi@avglobaladvisory.com](mailto:anandhi@avglobaladvisory.com)

**18.Job Title:** Trainee Consultant / Consultant / Senior Consultant - Recruitment

**Company:** Adonis Recruitment Consultants

**Location:** Chennai (Kilpauk Garden, Anna Nagar East) & Greater Noida

**Job Details:**

Adonis Recruitment Consultants is hiring Trainee Consultants, Consultants, and Senior Consultants for IT & Non-IT recruitment.

- **Job Type:** Full-time
- **Salary:** ₹2 - ₹3 Lacs per annum
- **Experience:** 1+ years in IT & Non-IT recruitment
- **Responsibilities:** End-to-end recruitment, sourcing, screening, client relationship management, and developing new clients.
- **Location:** Chennai (Kilpauk Garden, Anna Nagar East) & Greater Noida

**Call Mr. Elvin:** +91 9840954819 for interviews

**19.Job Title:** HR Recruiter

**Company:** Imarque Solutions

**Location:** Mayiladuthurai

**Job Details:**

Imarque Solutions is hiring an HR Recruiter with 1-3 years of experience for their Mayiladuthurai location.

- **Salary:** ₹1.25 - ₹1.75 Lacs per annum
- **Experience:** 1 - 3 years in HR recruitment
- **Responsibilities:**
  - Sourcing candidates from job portals and scheduling interviews
  - Coordinating with vendors, consultants, and colleges for placements

- Managing candidate engagement, offer management, and pre-onboarding
- Handling payroll, compliance, and employee grievance management
- Implementing employee performance evaluations and enhancement programs

**Contact:** HR +91 9840811222 for more information

**20.Job Title:** Recruitment Head

**Company:** Lead HR Services (Manufacturing Industry)

**Location:** Chennai

**Job Details:**

Lead HR Services is seeking a Recruitment Head for the Manufacturing Industry in Chennai.

- **Salary:** ₹25 - ₹27.5 Lacs per annum
- **Experience:** 15 - 20 years
- **Qualifications:** MBA (HR)
- **Responsibilities:**
  - Manage end-to-end recruitment processes and best practices
  - Oversee offer-to-onboarding transitions
  - Monitor and manage recruiters on Performance Improvement Plans
  - Ensure roles are filled within agreed TAT, maintaining efficient timelines

**Contact:**

Email: careers@leadhr.net

Phone: 99406 32343

**21.Job Title:** Facility Management - Help Desk

**Company:** MIOT International

**Location:** Chennai (Ramapuram)

**Experience:** 2 - 7 years

**Job Details:**

MIOT International is looking for a Facility Management Help Desk Coordinator.

- **Key Responsibilities:**
  - Coordinate with floor executives and other departments
  - Update all complaints in the system
  - Maintain all checklists
- **Interview Details: 23 January - 1st February : Timing:** Monday - Friday, 10 AM - 12:30 PM
- **Location:** 4/112, Mount Poonamallee Rd, Sathya Nagar, Manapakkam, Chennai, Tamil Nadu 600089

**Contact:** HR: 72990 23900

**22.Job Title:** HR Generalist – Female Only

**Company:** Pandian Pickles

**Location:** Madurai

**Experience:** 3 - 7 years

**Job Details:**

Pandian Pickles is hiring a female HR Generalist with 3+ years of experience in recruitment and generalist roles.

- **Salary:** ₹3,00,000 - ₹5,00,000 per annum
- **Key Responsibilities:**
  - Manage end-to-end recruitment process
  - Develop and implement talent management strategies
  - Ensure compliance with labor laws and regulations
  - Oversee HR functions such as payroll, performance appraisals, and statutory compliance
  - Handle employee grievances and disciplinary issues

**Contact:**

HR Department: +91-9443342158

Email: [jobs@pandianfoods.com](mailto:jobs@pandianfoods.com)

**23.Job Title:** HR Recruiter

**Company:** Jobixo India

**Location:** Chennai (Thoraipakkam)

**Experience:** 0 - 2 years

**Salary:** ₹1,25,000 - ₹3,00,000 per annum (Based on interview performance)

**Job Details:**

Jobixo India is hiring an HR Recruiter with knowledge in sourcing and screening. Immediate joiners preferred.

- **Key Responsibilities:**
  - Handle recruitment processes for various roles
  - Source and screen candidates
  - Manage end-to-end recruitment cycle

**Contact:** HimaBindu HR: 7200054625 Aashwiny HR: 7200152078

**24.Job Title:** HR Recruiter - Fresher

**Company:** Global Healthcare Billing Partners

**Location:** Chennai (Velachery)

**Experience:** 0 - 1 year

**Salary:** ₹1,75,000 - ₹2,50,000 per annum

**Shift:** Day

**Job Details:**

Global Healthcare Billing Partners is hiring HR Recruiters (Fresher) to understand client requirements for technical and functional roles, and facilitate the hiring process.

- **Key Responsibilities:**

- Sourcing, screening, and shortlisting candidates
- Managing the end-to-end recruitment cycle
- Excellent verbal and written communication required
- Cold-calling candidates confidently

**Contact:** Call/WhatsApp HR Team: 8925808600

**25.Job Title:** Campus/Bulk Hiring Specialist (NAPS)

**Company:** Rainbow Integrated Multitech

**Location:** Chennai (Thiruverkadu)

**Experience:** 2 - 5 years

**Salary:** ₹3,50,000 - ₹4,00,000 per annum

**Job Details:**

Rainbow Integrated Multitech is hiring a Campus/Bulk Hiring Specialist for NAPS hiring.

- **Key Responsibilities:**

- Plan and execute campus drives, walk-in interviews, and bulk recruitment
- Build relationships with colleges, training partners, and job fairs
- Manage end-to-end bulk hiring processes
- Familiarity with NAPS and social media hiring strategies
- Willingness to travel

**Contact:** Sairam: 9551177703 / 8072363518

**26.Job Title:** HR Intern - Talent Acquisition

**Company:** Global Healthcare Billing Partners

**Location:** Chennai (Velachery)

**Experience:** 0 - 1 years

**Salary:** ₹50,000 - ₹3,00,000 per annum

**Job Details:**

Global Healthcare Billing Partners is hiring an HR Intern for Talent Acquisition.

- **Key Responsibilities:**

- Assist in end-to-end recruitment, including sourcing, interviewing, and managing selections
- Use job boards, social media, and databases to find candidates
- Conduct phone screenings and coordinate interviews
- Maintain candidate records and ensure a positive candidate experience

**Key Requirements:**

- Education: Graduate (MBA in HR preferred)
- Experience: 0 to 1 year in Talent Acquisition or HR-related roles
- Skills: Strong communication and interpersonal skills

**Contact:** Vijayalakshmi Logaiah: 9677726344 / 8925808596 (WhatsApp)

**27.Job Title:** HR Executive (Attendance & Payroll)

**Company:** Eversendai Construction Pvt Ltd

**Location:** Chennai (Guindy, Ekkaduthangal)

**Experience:** 3 - 8 years

**Salary:** ₹3.5 - ₹5.5 LPA

**Job Description:**

Eversendai is hiring for an HR Executive to manage PAN India Attendance & Payroll at their corporate office in Chennai.

- **Key Responsibilities:**
  - Validate attendance for 2500+ employees
  - Manage leave and coordinate with site HR across PAN India
  - Oversee payroll and salary processing
  - Address employee queries related to attendance, leave, and salary

**Requirements:**

- Experience: 3-8 years in HR operations, attendance, and payroll
- Skills: Proficiency in MS Office and HRMS portals
- Education: Any graduation
- **Availability:** Immediate joiners preferred

**Walk-In Interview:** Date: 25-Jan-2025, 10:00 AM to 4:00 PM

Venue: Eversendai Construction Pvt Ltd, The Lords, Block-1, 5th Floor, 100 Feet Rd, Ekkaduthangal, Guindy, Chennai - 600032

**Contact:** Rudhresh Sridhar, 8939930919

**28.Job Title:** HR Recruiter - Intern (Work from Home - NON-IT)

**Company:** Vibgyor Concepts

**Location:** Chennai, Madurai, Coimbatore (Work from Home)

**Experience:** 0 - 1 years

**Salary:** Not disclosed

**Job Description:**

Vibgyor Concepts is hiring an HR Recruiter Intern for NON-IT bulk hiring. The role involves end-to-end recruitment processes.

- **Key Responsibilities:**
  - Manage NON-IT bulk hiring
  - Handle recruitment from sourcing to joining
  - Good communication skills are essential
  - Ability to take responsibility for work and meet deadlines

**Requirements:**

- Knowledge of basic recruitment
- Strong English communication skills

**Contact:** Harish, 7043053572

**29.Job Title:** HR Recruiter - Bank Hiring (Chennai Location)

**Company:** Axis Bank

**Location:** Chennai (T-Nagar)

**Experience:** 0 - 3 years

**Salary:** 2.5 - 3 Lacs P.A. (Hike on current remuneration)

**Job Description:**

Axis Bank is hiring an HR Recruiter for their Chennai location.

- **Key Responsibilities:**
  - Recruitment for bank roles
  - Campus hiring
  - Strong communication skills
  - Command over MIS Excel, Outlook Emails
  - Minimum 6 months of recruitment experience

**Qualification:**

- Graduate (UG/PG)

**Interview Timing:** 9:30 AM - 2:00 PM, 27th January

**Interview Location:** 150/151 Alpha Tower, 6th Floor, North Usman Road, T. Nagar, Chennai 600017

**Contact:** Kaviya – 8807789897

**30.Job Title:** Human Resources Assistant

**Company:** Datamark BPO Service

**Location:** Chennai (Ambattur Industrial Estate)

**Experience:** 1 - 2 years

**Salary:** 3 - 3.25 Lacs P.A.

**Job Description:**

Datamark BPO Service is hiring a Human Resources Assistant.

**Responsibilities:**

- Assist in HR activities like staffing, performance management, payroll, benefits, and compliance
- Process HR benefits and billing
- Maintain employee records and assist with HR metrics presentation
- Support employee benefit programs and respond to inquiries
- Ensure confidentiality and adherence to policies

**Qualifications:**

- High School Diploma or equivalent (Bachelor's degree preferred)
- 1+ year in HR
- Proficient in Microsoft Office, HRIS systems

**Interview Timing:** 11:00 AM - 5:00 PM, 23rd Jan - 30th Jan

**Interview Location:** Datamark BPO Service, Prince Infopark, Block-A, 6th Floor, Ambattur Industrial Estate, Chennai - 600058

**Contact:** Kandan – 6385132435

**31.Job Title:** HR Recruiter (Hindi)

**Company:** Auto Sense

**Posted by:** Takecare Manpower Services

**Location:** Chennai (Guindy)

**Experience:** 1 - 6 years

**Salary:** 2.75 - 4.5 Lacs P.A.

**Job Description:**

Auto Sense is hiring an HR Recruiter to attract, source, and hire top talent for the company's workforce needs. The role includes participating in career fairs, posting on social media and job sites, and executing end-to-end recruitment processes.

**Key Responsibilities:**

- Full recruitment cycle: from sourcing to hiring
- Post job openings on platforms, attend career fairs
- Excellent communication and proficiency in Hindi
- Immediate joiners preferred

**Contact:** S. Ajithkumar (HR Recruiter) Phone: 9080853967

**32.Job Title:** Senior HR Executive and Administrator

**Company:** Magnostic Technologies

**Location:** Coimbatore (Kalapatti)

**Experience:** 3 - 7 years

**Salary:** 3 - 4 Lacs P.A.

**Job Description:**

Magnic Technologies is seeking a Senior HR Executive and Administrator responsible for maintaining employee records, organization charts, and roles. The role includes guiding new hires with induction, conducting skill assessments, managing monthly salaries (PF/ESI), and submitting reports.

**Key Responsibilities:**

- Manage employee records, induction, and training
- Oversee hiring processes and assessments
- Ensure compliance with HR-related statutory requirements
- Prepare monthly salaries and pay slips

**Contact:** Kalpana +91 9750116610

**33.Job Title:** HR Recruiter (Fresher)

**Company:** AV Global Advisory Services

**Location:** Chennai (Avadi)

**Experience:** 0 - 1 years

**Salary:** 1 - 1.5 Lacs P.A.

**Job Description:**

AV Global Advisory Services is hiring freshers for the HR recruitment process. The role involves calling candidates and engaging in the recruitment process. Good communication skills are essential. This is an office-based role at Avadi with a fixed salary plus incentives and rewards.

**Key Responsibilities:**

- Calling candidates for recruitment
- Involve in the HR recruitment process

**Contact:** Devi +91 8015446779

**34.Job Title:** HR Recruiter

**Company:** Softone HR Solutions Pvt Ltd

**Location:** Chennai

**Experience:** 0 - 3 years

**Salary:** 2 - 3 Lacs P.A.

**Job Description:**

Softone HR Solutions is hiring an HR Recruiter with IT recruitment experience of 1+ years.

The ideal candidate should be familiar with sourcing, screening, and end-to-end recruitment processes.

**Key Responsibilities:**

- IT recruitment experience
- Sourcing and screening candidates
- End-to-end recruitment process

**Email:** [hr@softonehr.com](mailto:hr@softonehr.com) **WhatsApp:** 8056606922

**35.Job Title:** IT Recruiter

**Company:** SRS Infoway

**Location:** Coimbatore

**Experience:** 1 - 3 years

**Salary:** 1 - 4 Lacs P.A.

**Job Description:**

SRS Infoway is looking for an IT Recruiter with 1-3 years of experience. The role involves sourcing, screening, and hiring candidates to meet recruitment needs.

**Key Responsibilities:**

- Sourcing and screening candidates
- Managing end-to-end recruitment process
- Hiring for various positions

**Time & Venue:**

27 January, 9:30 AM - 5:30 PM

100 Feet Road, Gandhi Puram, Coimbatore

**Contact:** Hrithik: 7708100758

**36.Job Title:** Manager - Learning & Development / HRD

**Company:** Vummidi Bangaru Jewellers (VBJ)

**Location:** Chennai

**Experience:** 5 - 10 years

**Salary:** 5 - 8 Lacs P.A.

**Job Description:**

VBJ is hiring a Manager for Learning & Development (L&D) to develop and implement employee training programs, assess training needs, design training solutions, and facilitate employee engagement. The role involves working with stakeholders to enhance performance, improve customer experience, and manage training budgets.

**Key Responsibilities:**

- Design & deliver training programs
- Manage L&D strategy & KPIs
- Oversee training budget & resources
- Facilitate employee welfare & engagement
- Handle grievances & coaching

**Contact:** Boobalan – 9600174468 **Email:** [careers@vummidi.com](mailto:careers@vummidi.com)

**37.Job Title:** HR Executive - Learning and Development

**Company:** Vummidi Bangaru Jewellers (VBJ)

**Location:** Chennai

**Experience:** 2 - 5 years

**Salary:** 2.5 - 3.5 Lacs P.A.

**Job Description:**

VBJ is hiring an HR Executive for Learning & Development to oversee training programs, assess training needs, develop materials, and evaluate effectiveness. This role supports employee growth, career development, and leadership training.

**Key Responsibilities:**

- Conduct training needs assessments
- Develop and design training programs
- Deliver in-person & virtual training sessions
- Evaluate program effectiveness & gather feedback
- Support employee development & career growth

**Contact:** Boobalan S – 9600174468 **Email:** [careers@vummidi.com](mailto:careers@vummidi.com)

**38.Job Title:** HR Executive - Hindi Speaking

**Company:** Voltech HR Services (VHRS)

**Location:** Chennai (Iyyappanthangal)

**Experience:** 2 - 5 years

**Job Description:**

Voltech is hiring an HR Executive with expertise in payroll processing, including salary calculations, benefits administration, and compliance with Indian labour laws. The role involves preparing payroll reports, conducting audits, and maintaining accurate employee records. Hindi-speaking candidates are mandatory for this role.

**Key Responsibilities:**

- Oversee payroll processing and benefits administration
- Prepare payroll reports and file taxes
- Conduct regular audits for compliance
- Maintain accurate employee records
- Process new hires, terminations, and promotions

**Email:** [syari.r@voltechgroup.com](mailto:syari.r@voltechgroup.com) / [rubavathy.a@voltechgroup.com](mailto:rubavathy.a@voltechgroup.com)

**39.Job Title:** Recruiter / Senior Recruiter - US Healthcare Recruiter/Automotive

**Company:** Sukhvarsha Management Services Private Ltd.

**Location:** Chennai (T Nagar)

**Experience:** 1 - 5 years

**Salary:** 1.5 - 6 Lacs P.A.

**Job Description:**

Sukhvarsha Management Services is hiring Recruiters/Senior Recruiters for US Healthcare and NON IT (Manufacturing/Automotive/Engineering) recruitment. Candidates must have experience in US RCM Healthcare or NON IT recruitment with leading firms. The role involves sourcing, screening, and placing candidates. Hybrid work model available for experienced candidates.

**Key Responsibilities:**

- Manage recruitment for US Healthcare/Non-IT sectors
- Conduct sourcing and screening of candidates
- Achieve sales targets and manage client relationships

**Email:** [sanjeev@smsjobs.in](mailto:sanjeev@smsjobs.in) **WhatsApp:** 8072918393

**40.Job Title:** Senior HR Recruiter

**Company:** Computer Age Management Services (CAMS)

**Location:** Chennai, Navi Mumbai, Coimbatore

**Experience:** 2 - 5 years

**Job Description:**

CAMS is looking for a Senior HR Recruiter to lead recruitment for frontline roles. The role includes organizing walk-in interviews, managing high-volume hiring, and collaborating with vendors and stakeholders. Candidates should have experience in mass hiring and vendor invoice processing. A Bachelor's or Master's in HR/Business Administration is required.

**Email:**

- Chennai: Nasar - [nasarhussain.m@camsonline.com](mailto:nasarhussain.m@camsonline.com)
- Navi Mumbai: Sagar - [sagar.suryawanshi@camsonline.com](mailto:sagar.suryawanshi@camsonline.com)
- Coimbatore: Veneshia - [veneshia.a@camsonline.com](mailto:veneshia.a@camsonline.com)

**41.Job Title:** Administration Executive

**Company:** House of Paneer

**Location:** Madurai

**Experience:** 4 - 9 years

**Salary:** 1.5 - 2.5 Lacs P.A.

**Job Description:**

The Administration Executive will handle store/stock reconciliation, bank deposits, cash

management, and day-to-day administrative tasks. Responsibilities include coordinating with departments for smooth operations, managing procurement, vendor relations, and maintaining accurate records. The role also involves negotiating for better pricing.

**WhatsApp:** 9962585803

**42.Job Title:** Admin Executive - Experienced

**Company:** Savista

**Location:** Chennai

**Experience:** 3 - 6 years

**Job Description:**

The Admin Executive will manage day-to-day operations at sites, oversee pantry, housekeeping, and security staff, handle cafeteria and event management, and coordinate building and office maintenance. Responsibilities also include issuing access/ID cards, employee engagement activities, and asset movement control. Candidates should have excellent communication skills, be ready for shift work (night and day), and have at least 3+ years of experience in an admin role. Male candidates preferred.

**Contact:**

- Email: ta.chennai@savistarc.com
- Phone: 8448999198

**43.Job Title:** Administration Executive

**Company:** Anora Semiconductor Labs

**Location:** Ambattur, Chennai

**Experience:** 2 - 5 years

**Salary:** 1.75 - 3.5 Lacs P.A.

**Job Description:**

Anora Semiconductor Labs is looking for an experienced Administration Executive to manage office operations, coordinate production and logistics, handle vendor relationships, and ensure legal compliance. Candidates should have prior experience in office administration within manufacturing, strong organizational skills, and knowledge of MS Office. The role also involves managing inventory, procurement, and overseeing junior staff.

**Contact:**

- Email: pranavshree@anoralabs.com
- Phone: 9790810756

**44.Job Title:** HR - IT Domestic Recruiter

**Company:** BCT Consulting

**Location:** Thuraipakkam, Chennai

**Experience:** 1 - 5 years

**Salary:** 1 - 5 Lacs P.A.

**Job Description:**

BCT Consulting is hiring a Technical Recruiter with hands-on experience in IT recruitment and contractual staffing. The role involves managing end-to-end recruitment processes for IT positions, ensuring timely placements. Candidates must have experience with contractual staffing and IT recruitment. The work mode is from the office, 5 days a week.

**Time and Venue:** 27 January - 31st January , 11.30 AM - 5.30 PM

148, Rajiv Gandhi Salai, Omr, Okkiyam Thuraipakkam, Subbarayan Nagar, Thuraipakkam, Chennai, Tamil Nadu 600097

**Email:** [merlin.r@bct-consulting.com](mailto:merlin.r@bct-consulting.com)

**45.Job Title:** Resourcing Lead

**Company:** Thompsons HR Consulting LLP

**Location:** Chennai, Tamil Nadu

**Experience:** 15+ years

**Job Description:**

Thompsons HR Consulting LLP is hiring a Resourcing Lead to drive recruitment strategies, manage workforce planning, and optimize resource management for a global technology organization. The role involves demand-supply analysis, advanced Excel skills, and proficiency in resource management tools. Candidates should have an MBA (Tier 1 or upper Tier 2) and 15+ years of experience in resource management within the IT services sector.

**Email:** [tiw@thompsonshr.com](mailto:tiw@thompsonshr.com)



