

1.Job Title: Front Office Administrator

Company Name: Ciel HR

Location: Thoothukudi, Tamil Nadu

Experience: Fresher

Salary: ₹10,000 - ₹15,000 per month

Timings: 8:00 AM - 7:30 PM

Job Description:

We are hiring a Front Office Administrator for our Thoothukudi office. The role is open to both male and female candidates. Applicants must have fluency in English, be comfortable with the specified timings, and be immediate joiners. Benefits include health insurance and a yearly bonus. This is a full-time, permanent position.

Contact: +91 98430 73432

Email: contact@cielhr.com

2.Job Title: Admin Executive (Female)

Company Name: Link K Insurance TPA Pvt Ltd

Location: Coimbatore, Tamil Nadu

Experience: 1 to 3 years (Admin experience required)

Salary: Up to ₹20,000 per month

Job Description:

Link K Insurance Broker Company is hiring a Female Admin Executive for our Coimbatore office. Candidates with a degree, preferably married, and having 1-3 years of experience in admin roles are encouraged to apply. Responsibilities include managing office facilities, housekeeping services, security, pantry, asset management, and general administrative tasks like stationery verification, petty cash handling, and courier management.

Email: hr.vasanth@linkktpa.com

3.Job Title: Assistant Manager - HR

Company Name: KGEC Pvt Ltd

Location: Coimbatore Racecourse, Coimbatore, Tamil Nadu

Experience: Minimum 6 years (HR in Manufacturing/Textile/FMCG/Retail)

Salary: ₹25,000 - ₹30,000 per month

Job Description:

KG Cinemas is hiring an Assistant Manager - HR. Male candidates with 6+ years of HR experience are required. Responsibilities include recruitment, manpower planning, payroll, statutory compliance, and attendance management. Must be willing to work a rotational shift, including weekends. Benefits include food, paid time off, and Provident Fund.

Contact: WhatsApp CV to 6384829770

4.Job Title: HR/Payroll Coordinator

Company Name: TEKWIN POWER SYSTEMS INDIA PVT LTD

Location: Thirumullaivayal, Chennai, Tamil Nadu

Experience: Minimum 4 years in HR/Payroll management

Salary: ₹2,40,000 - ₹3,50,000 per year

Job Description:

We are seeking an HR/Payroll Coordinator responsible for recruitment, payroll processing, employee data management, compliance with labor laws, and HR policy implementation. Duties include preparing appointment letters, conducting inductions, maintaining training records, managing attendance, and ensuring ISO and factory law compliance.

Contact: 9363026303

5.Job Title: HR Executive

Company Name: Adapton

Location: Sterling Road, Nungambakkam, Chennai, Tamil Nadu

Experience: 1-2 years in Recruitment and Talent Acquisition

Salary: Up to ₹30,000 per month

Job Description:

Adapton is hiring an HR Executive with 1-2 years of experience in recruitment and talent acquisition. Candidates must have excellent communication skills in English and Tamil; additional languages are a plus. A postgraduate degree in HRM/Personnel Management is required. Responsibilities include managing the end-to-end recruitment process. Benefits include a flexible schedule and Provident Fund.

Contact: Archana JS - 9280097946

Email: hr1.adapton@gmail.com

6.Job Title: HR Recruiting Specialist (Non-IT/Bulk Hiring)

Company Name: Veltora Solutions (OPC) Private Limited

Location: Chennai, Tamil Nadu

Experience: 2-5 years in bulk hiring/recruitment (preferably for customer support or similar roles)

Salary: ₹15,000 - ₹22,000 per month

Job Description:

Veltora Solutions is hiring an HR Recruiting Specialist for bulk hiring in non-IT roles. Responsibilities include managing end-to-end recruitment, planning hiring events, building talent pipelines, and reporting recruitment status. Candidates should have excellent communication, organizational skills, and knowledge of recruitment strategies.

Contact: +91 9884120420

Email: info@veltorasolutions.com

7.Job Title: Recruitment Executive / HR Recruiter (Only Female Candidates)

Company Name: Talenthub HR

Location: Guindy, Chennai

Experience: Minimum 3 months in HR or recruitment

Job Description:

Talenthub HR seeks a dynamic Recruitment Executive to handle screening, shortlisting, and coordinating between clients and candidates. The role involves hiring as per client requirements. Experience in bulk/international BPO hiring is a plus. Strong communication and organizational skills are essential.

Contact: Beulah – 7305179555

8.Job Title: HR Recruiter / Assistant Manager (Blue Collar Hiring)

Company Name: SRM Group

Location: Mylapore, Chennai

Experience: 2-7 years in blue-collar hiring (hospitality team)

Salary: ₹2-5 LPA

Job Description:

SRM Group is hiring an experienced recruiter to manage blue-collar hiring. Responsibilities include posting vacancies, screening candidates, conducting interviews, and collaborating with third-party agencies for assessments. Proficiency in creating job descriptions and preparing HR reports is required.

Walk-in Details: Venue: SIMS Hospital, B Block, 4th Floor, Vadapalani, Chennai

Date: 28th to 31st Jan **Time:** 10:30 AM

Contact: Ananth – 7824883135

9.Job Title: HR Recruiter - Work from Home

Company Name: Takecare Manpower Services Pvt. Ltd.

Location: Remote (Hiring Office: Chennai)

Experience: 0-2 years

Salary: Commission-based with incentives

Job Description:

Takecare Manpower Services is hiring HR Recruiters to handle end-to-end recruitment. Responsibilities include sourcing and screening resumes, collaborating with clients to understand hiring needs, and ensuring successful candidate placement. This is a commission-based role with performance incentives.

Requirements:

- Education: BBA HR / MBA HR

- Excellent communication skills
- Self-motivated, target-oriented, and independent

Contact: 7550249699

10.Job Title: Recruiter

Company Name: CIEL HR

Location: Thoothukudi

Experience: 1-3 years

Salary: ₹1.5-2 Lacs P.A.

Job Description:

CIEL HR is looking for a dynamic Recruiter to handle sourcing, attracting, and hiring top talent. The role involves managing the entire recruitment process, from job posting to candidate onboarding. Responsibilities include screening resumes, conducting interviews, and ensuring a positive candidate experience. Ideal candidates will have strong communication skills and experience in recruitment.

Email: Vishnupriya.a@cielhr.com

Phone: 99438 28030

11.Job Title: HR Business Analyst

Company Name: Stichstory

Location: Chennai

Experience: 0-1 years

Salary: ₹50,000-1.5 Lacs P.A.

Job Description:

Stichstory is seeking an HR Business Analyst to develop and execute recruitment strategies, manage the full recruitment cycle, and oversee the onboarding process. The role will also involve fostering a positive workplace culture, managing employee engagement, and providing guidance to employees.

Contact: Pavithra

Phone: 89259 33063

12.Job Title: Recruitment Specialist

Company Name: Velammal Educational Trust (VET)

Location: Chennai (Vadapalani, Kodambakkam, Koyambedu)

Experience: 7-8 years

Salary: ₹3.5-4.5 Lacs P.A.

Job Description:

Velammal Educational Trust seeks a Recruitment Specialist to manage end-to-end

recruitment for various roles, source and screen candidates, and coordinate interviews. The role requires strong communication skills, the ability to manage multiple roles, and expertise in sourcing techniques like job portals and social media. Immediate joiners preferred.

Email: vvs.hr.recruiter@velammalvidhyashram.edu.in

Phone: 9123547553

13.Job Title: Human Resources Executive

Company Name: Lario Interiors

Location: Chennai

Experience: 4-6 years

Salary: ₹25,000 - ₹35,000 per month

Job Description:

Lario Interiors is seeking an HR Executive with 4-6 years of experience, particularly in volume, bulk, and campus hiring. The role involves planning and scheduling recruitment, maintaining candidate databases, conducting interviews, and managing the end-to-end recruitment process. Knowledge of job portals and social media recruitment is required.

Job Type: Full-time

Schedule: Day shift

Benefits: Cell phone reimbursement, commuter assistance

Contact: 93840 62992

14.Job Title: HR Placement Coordinator (Female)

Company Name: Bdreamz Global Solutions

Location: Chennai (Velachery, Pallikaranai, Guindy, Madipakkam, Medavakkam, Perungudi, Taramani)

Experience: Freshers or 0-2 years

Salary: ₹2.5-3 Lacs per annum

Job Description:

Bdreamz Global Solutions is hiring a Female HR Placement Coordinator. The role involves coordinating HR placements, handling administration tasks, and ensuring smooth operations for freshers and experienced candidates. Immediate hiring.

Job Type: Full-time

Contact: 8925845922

15.Job Title: US HR Operations/US Onboarding

Company Name: Pride Global

Location: Chennai, TN (Complete Onsite)

Experience: 1-6 years

Shift: Night Shift (6:30 PM IST to 3:30 AM IST)

Job Description:

Pride Global is hiring for the US HR Operations/US Onboarding role. The candidate must have experience in US HR onboarding and operations, including I-9 verification, ATS management, contractor inquiries, and compliance audits. The role involves collaborating with internal teams, ensuring accurate data inputs, and providing information to new hires for a smooth transition. **Job Type:** Full-time

Email: vikas.gupta@pridetech.com

Phone: 9016614987

16.Job Title: US IT Recruiter

Company Name: Savvysoft Technologies (VIVA IT India)

Location: Coimbatore, Peelamedu (Work from Office)

Experience: 1-4 years

Job Description:

VIVA IT India is hiring US IT Recruiters with 1-4 years of experience in US Staffing. The role requires experience with W2, C2C, 1099 contracts, and working with U.S. Citizens, Green Card Holders, and H1B candidates. Experience with VMS/MSP clients is a plus. Candidates must have the ability to understand technical requirements, submit consultant profiles on time, and build a strong candidate database. A University or College degree is mandatory. **Job Type:** Full-time

Email: deepakbd@viva-it.com

17.Job Title: HR Recruiter

Company Name: Aram Hiring Solutions

Location: Manali New Town, Chennai

Experience: 0-5 years

Salary: ₹1.25 Lacs to ₹1.75 Lacs P.A.

Job Description:

Aram Hiring Solutions is hiring HR Recruiters for their Manali New Town office. Freshers and experienced candidates with excellent communication skills are encouraged to apply. The role includes full training on HR skills, with a shift from 10 am to 7 pm (Saturday & Sunday off, plus 2 paid leaves per month). Salary includes ₹1.2 Lacs base pay + ₹60,000 performance incentive with yearly salary hikes. Walk-in interviews are scheduled from 3rd to 11th February 2025 (11 am to 3 pm). **Job Type:** Full-time

Contact: HR Kaviya: 8056864265

18.Job Title: HR Executive and Generalist

Company Name: JTS Jobs Consultancy

Location: Gummidipoondi

Experience: 1-4 years

Job Description:

JTS Jobs Consultancy is hiring an HR Executive and Generalist for a manufacturing company in Gummidipoondi. The role requires strong knowledge of payroll processing, statutory compliances (TDS, PF, ESI), and proficiency in payroll software and MS Excel. The candidate should also be familiar with tax regulations, with excellent organizational and time management skills. **Job Type:** Full-time

Contact: 9789026585 / 7397294328

19.Job Title: Recruiter & Admin Executive

Company Name: Hi-Focus Electronics India Pvt. Ltd.

Location: Chennai

Experience: 1-2 years

Salary: 1.25-1.75 Lacs P.A.

Job Description:

Hi-Focus Electronics India Pvt. Ltd. is hiring a Recruiter & Admin Executive. Responsibilities include handling admin activities, managing recruitment tasks such as job posting, sourcing, and screening, and documentation. Candidates should have excellent communication skills and proficiency in MS Office (Excel, etc.).

Contact:

Phone: 8220009700 (Preeyanka - HR Recruiter)

Location: No.3, Sunguvar Street, Chintadripet, Chennai – 600002

20.Job Title: Hiring UG Freshers for 2025 Batch (IT or Non-IT) - Non IT Recruiter

Company Name: Workfreaks Business Services

Location: Chennai

Experience: Freshers (0 years)

Salary: 2-2.5 Lacs P.A.

Education: UG - B.B.A/B.M.S (Any Specialization), B.Com (Any Specialization)

Job Description:

We are seeking motivated and enthusiastic UG freshers passionate about technology to join our team as Non-IT Recruiters. Ideal candidates should have good communication skills and a keen interest in recruitment and talent acquisition.

Walk-in Interview: Date: 27th January - 31st January, 9:30 AM - 5:30 PM

Venue: 757, Vikatan Building, First Floor, Vasan Avenue, Anna Salai, Thousand Lights, Chennai, Tamil Nadu 600002 **Contact:** Paul HR – 7358464650

21.Job Title: IT Recruiter (Female Candidates Only)

Company Name: Orcapod Consulting Services

Location: Chennai, Hyderabad, Ahmedabad (Permanent Work from Home)

Experience: 3-6 years in IT Recruitment

Salary: 1.25-2.25 Lacs P.A. (Incentives & Mobile Reimbursement)

Job Description:

Orcapod is hiring Female IT Recruiters with experience in Permanent, C2H, or Product Hiring. Required skills include IT recruitment, sourcing, screening, and strong experience in C2H or Perm hiring. Good knowledge of niche IT skills such as SAP, Oracle, Java, Full Stack, and more. Immediate joiners preferred.

Benefits:

- Permanent work from home
- Attractive incentives and mobile reimbursement
- Work-life balance and long-term stability

Contact: Arpita Singh +91 8144651166

Email: arpita.singh@orcapod.work

