

**1.Job Title:** HR & Payroll Administrator  
**Company Name:** LoopStream Technologies  
**Location:** Coimbatore, Tamil Nadu

**Job Description:**

LoopStream Technologies seeks an experienced HR & Payroll Administrator to oversee employee records, payroll, compliance, and monthly accounts. Responsibilities include managing TDS, PF, ESI, and GST, ensuring compliance with labor laws, and fostering employee engagement.

**Requirements:**

- Bachelor's degree; MBA/PGDM preferred
- 3–5 years' experience in HR & payroll
- Proficient in Tally & payroll systems

**Salary:** From ₹25,000/month

**Email:** Send your resume to [hr@loopstreamtech.com](mailto:hr@loopstreamtech.com) or [career@loopstreamtech.com](mailto:career@loopstreamtech.com)

**2.Job Title:** Admin Executive (Female)  
**Company Name:** Link K Insurance TPA Pvt Ltd  
**Location:** Siddhapudur, Coimbatore, Tamil Nadu

**Job Description:**

Link K Insurance TPA Pvt Ltd is hiring a Female Admin Executive to manage office administration, documentation, housekeeping, and general facilities. Responsibilities include maintaining office harmony, verifying stocks, managing petty cash, and ensuring smooth daily operations.

**Requirements:**

- Qualification: Any degree
- Experience: 1–3 years in admin roles (married candidates preferred)

**Salary:** Up to ₹20,000/month

**Email:** Send your resume to [hr.vasanth@linkktpa.com](mailto:hr.vasanth@linkktpa.com)

**3.Job Title:** Admin & Accounts Executive  
**Company Name:** Aikyne Technology  
**Location:** Kelambakkam, Chennai, Tamil Nadu

**Job Description:**

Aikyne Technology is hiring an Admin & Accounts Executive to manage office operations and financial tasks. Responsibilities include handling office inventory, vendor agreements, correspondence, and facility maintenance, along with maintaining financial records, processing invoices, payroll, and ensuring compliance with tax regulations.

**Requirements:**

- Qualification: Bachelor's degree (preferred)
- Experience: 6 months to 1 year
- Salary: ₹15,000/month

**Email:** Send your resume to [dharaani.r@aikyne.com](mailto:dharaani.r@aikyne.com) or [snega.ramesh@aikyne.com](mailto:snega.ramesh@aikyne.com)

**4.Job Title:** Front Office Receptionist

**Company Name:** Yenwin Technologies Pvt Ltd

**Location:** Nungambakkam & Annanagar, Chennai, Tamil Nadu

**Job Description:**

Yenwin Technologies Pvt Ltd is hiring a Front Office Receptionist to welcome and assist visitors, manage phone calls, schedule appointments, and handle basic administrative tasks. The role requires strong communication skills, proficiency in MS Office, and fluency in English, Tamil, Telugu, and Hindi.

**Requirements:**

- Experience: 3 to 6 years
- Qualification: Any Degree
- Salary: ₹30,000 - ₹35,000/month

**Contact:**

Email: [suvinraj@yenwintech.com](mailto:suvinraj@yenwintech.com)

Phone: 8883658927

**5.Job Title:** Office Assistant

**Company Name:** Greensignal Bio Pharma Pvt Ltd

**Location:** Kodambakkam, Chennai, Tamil Nadu

**Job Description:**

Greensignal Bio Pharma Pvt Ltd seeks a proactive Office Assistant to handle clerical tasks, banking activities, courier services, office maintenance, and staff support. Candidates should be dependable and efficient, with a professional attitude.

**Requirements:**

- Experience: 1-6 years
- Qualification: Any Degree
- Salary: ₹12,000 - ₹22,000/month
- Skills: Basic clerical knowledge, communication skills, two-wheeler license

**Contact:**

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

Phone: 8778926365

**6.Job Title:** Office Administrator/Receptionist  
**Company Name:** GV CADD AND ARTS  
**Location:** Kanchipuram, Tamil Nadu

**Job Description:**

GV CADD AND ARTS is hiring an Office Administrator/Receptionist to manage internet-based tasks like advertisements and product postings, maintain stock records using MS Office, and assist with administrative duties.

**Requirements:**

- Qualification: Bachelor's degree
- Experience: Fresher or 1 year (Preferred)
- Salary: ₹6,000/month (with performance and commission bonuses)
- Skills: Proficiency in MS Office

**Contact:** 9043472273

**7.Job Title:** Office Assistant (Female Only)  
**Company Name:** Kurunji Nidhi Limited  
**Location:** Nagercoil, Tamil Nadu

**Job Description:**

Kurunji Nidhi Limited is seeking a dedicated female Office Assistant with good computer knowledge. Freshers are welcome to apply. The role involves handling day-to-day office tasks, customer service, and maintaining professional phone etiquette.

**Requirements:**

- Experience: Freshers or experienced candidates
- Skills: Typing and computer proficiency
- Salary: ₹10,000 - ₹15,000 per month
- Schedule: Day shift

**Contact:** 9943958790

**8.Job Title:** Front Office Executive (Female)  
**Company Name:** RK Photocentre  
**Location:** Racecourse, Coimbatore, Tamil Nadu

**Job Description:**

RK Photocentre is seeking a Front Office Executive to handle customer interactions, manage daily office tasks, and report activities to the manager. Candidates should possess basic computer knowledge, excellent verbal and written communication skills, organizational abilities, and time management skills.

**Requirements:**

- Education: Diploma/Bachelor's degree preferred
- Experience: Freshers or up to 2 years
- Language: English proficiency required
- Salary: ₹13,000 per month
- Benefits: Provident Fund, ESI, Yearly Bonus
- Working Hours: 9:30 AM - 7:30 PM (Sunday Holiday)

**Contact:** +91 9994714043

**9.Job Title:** Hotel Front Office Executive/Assistant

**Company Name:** Lakshmi Towers - Luxury Hotels

**Location:** Kangayam, Tiruppur, Tamil Nadu

**Job Description:**

Lakshmi Towers, a luxury hotel managed by Lakshmi Finance Group, seeks a Front Office Executive to handle guest check-ins/outs, reservations, and payments, and ensure excellent customer service. Responsibilities include managing calls/emails, coordinating with departments, maintaining records, and addressing guest feedback.

**Requirements:**

- Education: Higher Secondary (12th Pass)
- Language: Tamil (Required)
- Experience: Freshers or experienced in hospitality preferred

**Contact:** +91 8122904054

**10.Job Title:** Administration Officer

**Company Name:** Steps N Storeyz

**Location:** Siruseri, Chennai, Tamil Nadu

**Job Description:**

Steps N Storeyz is hiring an Administration Executive (Female) to manage office operations. Responsibilities include handling administrative tasks, customer service, and office coordination.

**Requirements:**

- Education: Bachelor's degree
- Experience: Minimum 1 year in office administration (Preferred)

**Salary:** ₹15,000 - ₹20,000 per month

**Benefits:** Food provided **Job Type:** Full-time, Day shift (Monday to Friday)

**Contact:** +91 8637425983 (Jesilina, HR)

**11.Job Title:** HR Executive

**Company Name:** Wedtree eStore Private Limited

**Location:** Guindy, Chennai, Tamil Nadu

**Job Description:**

Wedtree eStore is looking for an HR Executive to manage employee relations, ESIC and PF enrollments, and ensure accurate record maintenance. Responsibilities include handling PF claims, submitting ESIC and PF forms, and assisting with employee benefits.

**Requirements:**

- Education: Master's degree in HR, Business Administration, or a related field
- Experience: Minimum 1 year in HR (Preferred)
- Knowledge of ESIC and PF regulations

**Salary:** ₹15,000 - ₹18,000 per month

**Benefits:** Cell phone reimbursement, Flexible schedule, Food provided, Health insurance, Paid sick time, Provident Fund

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

**Schedule:** Day shift

**Contact:** +91 7603852039 (Divya Lakshmi)

Email: [divyalakshmi.b@wedtree.com](mailto:divyalakshmi.b@wedtree.com)

**12.Job Title:** HR/Admin Internship

**Company Name:** Bocxy Glam Private Limited

**Location:** T Nagar, Chennai, Tamil Nadu

**Job Description:**

Bocxy Glam is offering an HR/Admin Internship to assist with day-to-day HR and administrative operations. Responsibilities include recruitment support, maintaining employee records, assisting in onboarding/offboarding, handling office correspondence, and vendor coordination.

**Requirements:**

- Education: Bachelor's degree (Preferred)
- Experience: No prior experience required
- Skills: Proficiency in MS Office (Word, Excel, PowerPoint), strong communication skills

**Salary:** ₹5,000 per month

**Job Type:** Full-time Internship (6 months)

**Schedule:** Day shift

**Duration:** 6 months

**Email:** [rohit@bocxy.com](mailto:rohit@bocxy.com)

**13.Job Title:** HR Executive Intern  
**Company Name:** SMART HRMS (smarthrmscloud)  
**Location:** Chennai, Tamil Nadu

**Job Description:**

SMART HRMS is hiring an enthusiastic HR Executive Intern to support HR operations. Responsibilities include IT recruitment (screening, scheduling, onboarding), assisting with HR operations, advising on policies, supporting management in disciplinary matters, and maintaining employee records.

**Requirements:**

- Education: Bachelor's degree
- Skills: Proficiency in MS Office, strong communication, organizational, and problem-solving skills
- Experience: Freshers welcome

**Salary:** ₹5,000 per month

**Job Type:** Internship (3 months)

**Schedule:** Day shift

**Contact:**

Phone: 7845012972 / 8838747247 / 9042463801

WhatsApp: 7845280780

**14.Job Title:** HR & Admin Executive  
**Company Name:** Latrile Gloves Private Limited  
**Location:** SIPCOT-Nilakkottai, Dindigul, Tamil Nadu

**Job Description:**

Latrile Gloves is hiring an experienced HR & Admin Executive with 3-5 years of experience. Responsibilities include managing recruitment, statutory compliance (ESI, PF), attendance, salary preparation, government approvals, canteen and security management, and policy implementation.

**Requirements:**

- Bachelor's degree in HR or related field
- 3-5 years of relevant experience
- Strong knowledge of labor laws, ESI, PF, and attendance systems

**Salary:** ₹20,000 - ₹30,000 per month

**Job Type:** Full-time

**Schedule:** Day shift

**Email:** gm@latrile.com

**WhatsApp:** +91 9159559659

**15. Job Title:** HR Recruiter (Freshers Only)

**Company Name:** Hireworks Recruitment Consultants

**Location:** No 3, Premalaya Building, 17th Street, Jai Nagar, Arumbakkam, Chennai - 600106 (Opposite CMBT Bus Stand)

**Job Description:**

Hireworks is hiring freshers for HR Recruiter roles. Responsibilities include sourcing candidates, managing the recruitment process, advertising job openings, and onboarding candidates. Applicants must have excellent communication skills, a positive mindset, and a laptop.

**Requirements:**

- Fresh graduates from 2023/2024 (MBA, MSW, MHRM, English Literature encouraged)
- Strong interpersonal & English communication skills

**Salary:** ₹12,300 + ₹500 Laptop + ₹5000 variable pay + PF (CTC: ₹20,000 + incentives)

**Job Type:** Full-time (Day shift, WFO)

**Contact:** Immanuel

Call/WhatsApp: 7550136638

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

**Company Name:** Global Healthcare Billing Partners

**Location:** Velachery, Chennai, Tamil Nadu

**Job Description:**

Global Healthcare Billing Partners is hiring HR Employee Relations professionals. Responsibilities include conducting employee orientations, managing training needs, developing HR policies, preparing quality dashboards, handling grievances, conducting investigations, and maintaining employee databases.

**Requirements:**

- 1-5 years of experience in HR
- Strong interpersonal, communication, and research skills

**Salary:** ₹1.5 - ₹4.25 LPA

**Shift:** Night Shift

**Contact:**

Call/WhatsApp: 8925808597

**17.Job Title:** HR Recruiter - Freshers (WFH)  
**Company Name:** Hireworks Consulting  
**Location:** Tamil Nadu, Thiruvananthapuram (WFH)

**Job Description:**

Hireworks Consulting is hiring freshers for HR Recruiter roles. Responsibilities include sourcing applicants via job boards and social networks, managing the recruitment process, advertising job openings, and ensuring candidate engagement during onboarding.

**Requirements:**

- 0-1 years of experience
- Strong communication and interpersonal skills
- Laptop required

**Salary:** ₹12,300 + ₹500 (Laptop) + ₹5,000 (Variable Pay) + PF (CTC: ₹20k + incentives)

**Contact: Neela HR**

Call/WhatsApp: 9701978089

**18.Job Title:** Campus Recruitment Coordinator  
**Company Name:** Sruthi Total HR Solutions  
**Location:** Chennai

**Job Description:**

Sruthi Total HR Solutions is seeking a Campus Recruitment Coordinator to recruit talent from university campuses. Responsibilities include building relationships with campuses, organizing recruitment events, promoting the employer brand, enhancing candidate experience, attending job fairs, and developing recruitment strategies.

**Requirements:**

- 1-6 years of experience
- Strong relationship-building skills
- Excellent communication

**Salary:** ₹2-4 Lacs P.A.

**Contact:** +91 9566225777

**19.Job Title:** IT/Technical Recruiter  
**Company Name:** CIEL HR Services  
**Location:** Anna Nagar West, Chennai

**Job Description:**

CIEL HR Services is hiring an IT/Technical Recruiter with 6 months to 3 years of



experience. The role involves sourcing candidates through various channels, screening resumes, conducting interviews, and coordinating with hiring managers for IT contract roles. Experience in contract/C2H IT hiring is essential.

**Requirements:**

- 6 months to 3 years of experience
- Strong knowledge of IT contract recruitment

**Salary:** ₹2.5-3 Lacs P.A.

**Contact:** Shweta at 9234667672

**20.Job Title:** HR Generalist

**Company Name:** GP Strategies

**Location:** Chennai

**Job Description:**

GP Strategies is hiring an experienced HR Generalist with 6-7 years of HR experience. Responsibilities include managing the employee life cycle, adhering to HR policies, onboarding, employee relations, benefits administration, performance management, and supporting payroll processes. Knowledge of HR statutes and labor laws is required. A postgraduate degree in HR is preferred.

**Salary:** ₹4-5 Lacs P.A.

**Experience:** 6-7 years

**Email:** [ssikilammetla@gpstrategies.com](mailto:ssikilammetla@gpstrategies.com)

**21.Job Title:** HR Executive Trainee

**Company Name:** Synmac Consultants

**Location:** Chennai (Kodambakkam), New Delhi (Laxmi Nagar), Delhi / NCR

**Job Description:**

Synmac Consultants is hiring HR Executive Trainees. Responsibilities include screening resumes, conducting interviews, performing background checks, and ensuring timely closure of open positions. Knowledge of HR recruiting practices, payroll activities, and ESI/PF management is essential. Women candidates are preferred.

**Salary:** ₹1-2 Lacs P.A.

**Experience:** 0-2 years

**Phone:** 7448826888

**22.Job Title:** HR Executive and Generalist

**Company Name:** Lux Industries

**Location:** Tiruppur

**Job Description:**

Lux Industries is seeking an HR Executive and Generalist. Responsibilities include developing HR policies, overseeing recruitment, managing compensation and benefits, and ensuring compliance with labor laws. A Bachelor's degree in HR or Business Administration is required, with a Master's degree in HR preferred. Experience with HRIS and labor laws is essential.

**Salary:** ₹3.5-4.25 Lacs P.A.

**Experience:** 3-8 years

**Contact:** +91-9007021109

**23.Job Title:** HR Recruiter

**Company Name:** Cynosure Corporate Solutions

**Location:** Chennai (Ekkaduthangal)

**Job Description:**

Cynosure Corporate Solutions is looking for an HR Recruiter with 0-1 year of experience. Responsibilities include sourcing, screening, and engaging candidates, coordinating interviews, and maintaining client relationships. Proficiency in recruitment tools and strong communication skills are essential.

**Experience:** 0-1 year

**Time and Venue:**

31st January - 1st February, 9.30 AM - 1.00 PM

Door No 5, 42, 2nd Cross St, Navarathna Garden, Ekkatuthangal, Chennai, Tamil Nadu 600032

**Contact:** Yoga Priya – 9840675339

**24.Job Title:** Non IT Recruiter

**Company Name:** STMPL (Spectrum Talent Management)

**Location:** Chennai (Egmore), Noida (Sec 63), Ludhiana (Cheema Chowk)

**Job Description:**

We are looking for Non IT Recruiters with 1-3 years of experience in bulk hiring for Sales positions. Key responsibilities include recruiting candidates for Sales roles and managing the recruitment process. Immediate joiners are preferred.

**Email:** [pallavi.chauhan@stmpl.co.in](mailto:pallavi.chauhan@stmpl.co.in)

**25.Job Title:** HR Generalist

**Company Name:** Radiant Cash Management Services

**Location:** Chennai (Thoraipakkam, OMR)

**Salary:** ₹1.75 - 5 Lacs P.A.

**Experience:** 1 - 6 years

**Job Description:**

We are looking for an HR Generalist responsible for sourcing, screening, and hiring candidates, conducting background checks, managing employee documentation, and handling recruitment reports. You will also be in charge of conducting induction training, maintaining staff attendance, and assisting in onboarding for senior management.

**Location:** No.4/3, Raju Nagar 1st Street, Okkiyam, Thoraipakkam, OMR, Chennai-600096

**Time and Venue:** 28th January - 6th February, 9.30 AM - 2.00 PM

**Contact:** Jayasri +91 9500088587

**26.Job Title:** Talent Acquisition Specialist - End to End Recruitment (Work from Home)

**Company Name:** GenNext India Private Limited

**Location:** Tamil Nadu, Gujarat, Karnataka (Remote)

**Salary:** ₹1.5 - 3 Lacs P.A.

**Experience:** 1 - 6 years

**Job Description:**

We are seeking a Talent Acquisition Specialist with experience in BFSI, IT, or EMPI sectors. You will handle the full recruitment lifecycle, including screening resumes, conducting interviews, and closing candidates until their joining. Candidates must have access to a laptop/desktop, phone, and internet. Proficiency in job portals like Naukri and Shine is required.

**Contact:** Simran Vijayvargiya: 8982410563/ Bhupendra: 9300053322

**Email:** simran.vijayvargiya@gennext.co.in

**27.Job Title:** Senior Human Resource Recruiter

**Company Name:** Krion Consulting

**Location:** Chennai (Guindy)

**Experience:** 3 - 5 years

**Job Description:**

Krion Consulting is hiring for a Senior HR Recruiter with 3+ years of non-IT recruitment experience and 1 year in IT recruitment, specializing in sales hiring. You will manage end-to-end recruitment processes, focusing on sales recruitment and sourcing candidates. Excellent communication skills are a must.

**Contact:** Meena: 9629941702

**28.Job Title:** Plant HR Executive - Tier 1 Manufacturing

**Company Name:** SAI HR Consultants

**Location:** Irrungattukottai, Chennai

**Salary:** 3-4.75 Lacs P.A.

**Experience:** 4 - 8 years

**Job Description:**

SAI HR Consultants is hiring a Plant HR Executive for a reputed plastic injection molding component manufacturer in Irrungattukottai, Chennai. The role involves handling statutory compliance, manpower planning, recruiting white collar, blue collar, and machine operators, as well as managing HR systems, performance management, and staff welfare. Strong communication in English and Tamil is required.

**Contact:**

L Sainath Jayaram

Director, Talent Acquisition

Phone: 8015088704

Email: [sainathjayaram95@gmail.com](mailto:sainathjayaram95@gmail.com)

**29.Job Title:** HR Admin

**Company Name:** Tierone OSS Solutions Ind Pvt Ltd

**Location:** Chennai

**Experience:** 0 - 1 years

**Job Description:**

Tierone OSS Solutions is seeking an HR Admin to support day-to-day HR and administrative functions. Responsibilities include maintaining employee records, coordinating recruitment, managing payroll data, organizing events, and creating presentations. Proficiency in Excel and PowerPoint, strong communication skills, and at least 1 year of HR Admin experience are required.

**Email:** [trlindia-hr@tieroneoss.com](mailto:trlindia-hr@tieroneoss.com)

**30.Job Title:** Domestic IT Recruiter

**Company Name:** Pyramid Consulting

**Location:** Taramani/Sholinganallur, Chennai

**Experience:** 0.6 - 2 years

**Job Description:**

Pyramid Consulting is hiring a Domestic IT Recruiter to manage end-to-end recruitment, including sourcing, screening, and creating interview pipelines. The ideal candidate should have 0.6 - 2 years of experience in IT recruitment and strong communication and analytical skills. The role requires working independently with minimal supervision and being an immediate joiner.

**Contact:** 9676722219

**Email:** [akshay.galipally@pyramidci.com](mailto:akshay.galipally@pyramidci.com)



