






1.HR Executive – Company: Adapton

-  **Location:** Sterling Road, Nungambakkam, Chennai
-  **Salary:** ₹25,000 - ₹30,000 per month (Net)
-  **Shift:** 9:30 AM – 6:30 PM (Mon-Sat)
-  **Experience:** 1-2 years





Job Role:

- End-to-end recruitment for customer service, counter staff, telemarketing & blue-collar roles.
- Source, screen & coordinate interviews.
- Handle onboarding & HRIS management.
- Field recruitment (two-wheeler required).

 **Email:** hr1.adapton@gmail.com

 **Contact:** 9280097946


2.HR Administrator (Female) – Company: SBSHR

-  **Location:** Royapettah, Chennai
-  **Salary:** ₹18,000 - ₹20,000 per month
-  **Experience:** 1-2 years
-  **Shift:** Day Shift





Job Role:

- Manage end-to-end recruitment & onboarding.
- Handle payroll, attendance, & employee relations.
- Ensure compliance with HR policies & labor laws.
- Oversee office administration & facilities management.
- Maintain HR documentation & coordinate events.

 **Email:** sbshrintern09@gmail.com


 **Contact:** 9966826464

3.HR Generalist – Company: Swarnaraj Engineering Works






-  **Location:** Thudiyalur, Coimbatore
-  **Salary:** ₹15,000 - ₹20,000 per month
-  **Experience:** 1-2 years
-  **Shift:** Day Shift

Job Role:

- Handle recruitment, onboarding & training.
- Manage payroll, benefits & employee relations.
- Maintain HR policies, compliance & records.
- Organize team-building activities & performance management.
- Ensure labor law compliance.

 **Contact:** 9787712087

4.Assistant Manager HR & HR Executive – Company: SOLN Group (Food Mart)




-  **Location:** Kanchipuram, Tamil Nadu
-  **Salary:** ₹2,20,903.34 - ₹2,80,277.91 per year (Assistant Manager)
-  **Salary:** ₹15,000 - ₹18,000 per month (HR Executive)
-  **Experience:** 1-6 years
-  **Shift:** Day Shift

Job Role:

- Manage recruitment, onboarding, payroll, and employee lifecycle.
- Handle employee grievances and foster a positive work culture.
- Ensure compliance with labor laws and company policies.

 **Apply:** recruiter@solngroup.com

5.HR Recruitment Executive (Only Freshers) – Company: Innoblitz Technologies System & Pvt Ltd.

-  **Location:** Chennai, Tamil Nadu
-  **Experience:** Freshers (MBA in HR, 2024 pass-outs preferred)
-  **Shift:** Day Shift

Job Role:

- Assist in recruitment, including screening resumes, coordinating interviews, and onboarding.
- Support employee engagement, attendance, payroll coordination, and leave management.
- Handle employee queries and ensure compliance with HR policies.

 **Contact:** 9080229985 (Call/WhatsApp for resume submission)

6.HR Executive – Company: MAXIMA TEXPROCESS MILL

- 📍 **Location:** Karur, Tamil Nadu
- 💰 **Salary:** ₹15,000 - ₹20,000 per month
- 📅 **Experience:** 2-3 years in HR (Preferred)
- 🕒 **Shift:** Day Shift

Responsibilities:

- Communicate HR policies, manage PF, bonus, and salary statements.
- Handle full and final settlement of employees.

Qualifications:

- MBA (HR) or MSW (HR)
- Language: Tamil & English

Location: No.228/2, 231/1, Thannerpandal Pudur, Erode Main Road, Karur-639136

Benefits: Health insurance, Life insurance, Provident Fund, Food & Accommodation, ESI/PF as per norms.

Contact: 8072839833

7.HR Executive – Company: Ascent24 Technologies

- 📍 **Location:** Coimbatore, Tamil Nadu
- 💰 **Salary:** ₹1,00,000 per year
- 📅 **Experience:** Min. 6 months (internship/work experience)
- 🕒 **Shift:** Day Shift

Responsibilities:

- Assist in end-to-end recruitment and onboarding.
- Handle administrative tasks, employee records, and performance management.
- Organize training, development, and engagement activities.
- Provide general HR support and maintain HR policies.

Qualifications:

- Bachelor's Degree
- Excellent communication in Tamil & English

✉ **Email:** jobs@ascent24.io

Benefits: Cell phone reimbursement, food provided, team events.

8.HR Executive – Company: BLAACK FOREST

- 📍 **Location:** K. K. Nagar, Madurai, Tamil Nadu
- 💰 **Salary:** Up to ₹15,000 per month
- 📅 **Experience:** 2 years (preferred)
- 🕒 **Shift:** Day Shift

Responsibilities:

- Manage HRIS platforms like Workday, PeopleSoft, Taleo.
- Conduct data analysis for HR decisions.
- Supervise HR processes and ensure compliance.
- Engage with employees on HR-related issues.
- Use ATS for recruitment.

Qualifications:

- Proficient in HRIS platforms and data analysis.
- Excellent communication skills in English.

✉️ **Email:** jobs@blaackforest.com

📞 **Phone:** 7094466614

Benefits: Life insurance, yearly bonus.

9.Human Resource Executive – Company: DSM Soft (P) Ltd

- 📍 **Location:** Tiruchchirappalli, Tamil Nadu
- 💰 **Salary:** ₹14,000 - ₹15,000 per month
- 📅 **Experience:** Fresher or up to 1 year
- 🕒 **Shift:** Day Shift

Responsibilities:

- Handle HR tasks including recruitment, onboarding, and employee management.
- Assist in HR policies and payroll coordination.
- Support employee engagement and development.

Qualifications:

- MBA in HR, MHRM, or MSW with HR specialization.
- Female candidates only.

✉️ **Email:** reema.m@dsmsoft.com

📞 **Phone:** 9600777681

Benefits: Provident Fund.

10.IT Recruiter – Sierra Support Centre Pvt. Ltd.

- 📍 **Location:** Rs Puram, Coimbatore, Tamil Nadu
- 💰 **Salary:** ₹10,000 - ₹30,000 per month
- 📅 **Experience:** 0 to 2 years (Domestic IT Recruitment)
- 🕒 **Shift:** Day Shift (10:00 AM – 07:00 PM)
- 📅 **Schedule:** Monday to Friday

Responsibilities:

- Source candidates via job portals (Naukri, LinkedIn).
- Manage end-to-end recruitment for IT roles.
- Conduct initial screenings & coordinate interviews.
- Maintain recruitment databases and reports.

Qualifications:

- Bachelor's in HR/IT (MBA in HR preferred).
- 0-2 years of IT recruitment experience.

✉️ **Email:** ayswarya.balaji@sierraindia.com

📞 **Phone:** 7904868011

📍 **Walk-in Interview:** 8th February 2025, 10:30 AM – 3:00 PM

Venue: 4th Floor, Shri Parvathy Tech Park, 4 & 5 Krishnaswamy Road, R.S. Puram, Coimbatore – 641002

11.Admin Cum Supervisor – Company: PARESHA HR SERVICES PVT LTD


- 📍 **Location:** Gopichettipalayam, Tamil Nadu
- 💰 **Salary:** ₹22,000 - ₹24,000 per month
- 📅 **Experience:** 3 to 5-6 years
- 🕒 **Shift:** Morning shift, Day shift


Responsibilities:

- Supervise daily operations and team management.
- Handle grievances and conflict resolution.
- Coordinate between departments and assist HR with data updates.
- Generate reports and maintain accurate records.
- Provide customer service and ensure smooth operations.


Qualifications:


- Any degree
- Prior retail experience is a plus

 **Email:** recrutier@paresha.com

 **Phone:** 9363401599

12.HR Recruiter (Non-IT) – Company: FPL Automobiles Pvt. Ltd.

 **Location:** Ambattur, Chennai, Tamil Nadu

 **Salary:** ₹18,000 - ₹23,000 per month

 **Experience:** 2+ years

 **Shift:** Day shift


Responsibilities:

- Manage recruitment operations, including sourcing, screening, and selecting candidates.
- Preferably experience in the Automobile/Retail industry.
- Handle job portals for recruitment.

Qualifications:


- Any graduate/postgraduate
- Experience in Non-IT recruitment and bulk hiring.

 **Email:** dhivya.muralikrishnan@fplgroup.com

 **Phone:** 8925523152

13.Sr. HR Executive – VAS India Consulting

 **Location:** Chennai, Tamil Nadu

 **Salary:** ₹40,00,000 - ₹72,00,000 per year

 **Experience:** 5-8 years

 **Job Type:** Full-time

Responsibilities:


- Develop and implement HR policies and strategies.
- Oversee recruitment, hiring, and onboarding processes.
- Promote employee relations and engagement.
- Design training programs and ensure compliance with labor laws.
- Manage compensation, benefits, and payroll.


Skills:


- HR strategy, employee relations, recruiting
- Hindi communication skills
- Willingness to travel


 **Email:** cv@vasindiaconsulting.com

14.HR Executive (Female Only) – Company: SBS HR

 **Location:** Royapettah, Chennai, Tamil Nadu

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

 **Experience:** 2 years (Preferred)


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

Responsibilities:

- Manage end-to-end recruitment, candidate screening, and onboarding
- Conduct employee orientations and familiarize new hires with company policies
- Track and evaluate employee performance and productivity
- Maintain accurate attendance and time records
- Develop and implement HR policies and ensure compliance
- Handle employee relations and grievance management


Benefits:


- Provident Fund
- Performance bonus


 **Email:** jobs@sbshr.com

 **WhatsApp:** 8825687158

15.Office Administrator – Company: Bala Mandir Kamaraj Trust

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

 **Salary:** ₹20,000 - ₹25,000 per month

 **Experience:** 4 years (Preferred)

 **Job Type:** Full-time

Responsibilities:

- Manage thank-you letters and updates to donors
- Prepare reports and profiles for CSR donors
- Monitor endowment contributions and gather declaration letters
- Handle statutory requirements and other donation-related tasks

Qualifications:


- Postgraduate degree, preferably MBA
- Proficiency in MS Office
- Strong communication and interpersonal skills


Benefits:


- Paid sick time
- Paid time off
- Provident Fund

 **Email:** uma@balamandir.org

16.Office Assistant – Company: SRINACSS ENVIRO PRIVATE LIMITED

 **Location:** Kandigai, Chennai, Tamil Nadu

 **Salary:** ₹22,000 per month

 **Experience:** 1 year (Preferred)

 **Job Type:** Full-time

Responsibilities:


- Assist with daily office operations
- Maintain office records and manage documentation
- Handle office correspondence and communicate with team members
- Proficient use of MS Office for various tasks

Qualifications:

- Minimum Bachelor's degree
- Computer skills and proficiency in MS Office
- Knowledge of Hindi and English


Benefits:

- Health insurance
- Provident Fund


 **Contact:** 8220044171

17.Front Office Executive cum Admin – Billroth Hospitals

 **Location:** Raja Annamalaipuram, Chennai, Tamil Nadu

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

 **Experience:** Fresher to 1+ years

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

Responsibilities:

- Handle front office operations
- Greet and assist patients and visitors


- Manage phone calls and appointments
- Administrative duties as needed

Qualifications:


- Any undergraduate degree
- Freshers are welcome to apply


Benefits:


- Health insurance
- Provident Fund
- Yearly bonus


 **Contact:** 8754439281

18. Office Administrator – Company: Aqua Pure Elite

 **Location:** Tiruppur, Tamil Nadu

 **Salary:** ₹10,000 - ₹15,000 per month

 **Experience:** Proven experience in office administration or similar role


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

Responsibilities:

- Manage office files and correspondence
- Schedule meetings, appointments, and travel
- Assist with customer inquiries and order processing
- Maintain office supplies and cleanliness
- Help with HR and financial tasks


Qualifications:


- 12th pass; Associate's or Bachelor's degree preferred
- Proficiency in Microsoft Office (Excel, Word, Outlook)
- Strong communication and organizational skills

 **Contact:** +91 88257 53990

19. Admin Executive – Company: Synthesis Healthsoft Solutions and Services LLP

 **Location:** Chennai, Tamil Nadu

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

 **Experience:** 1+ year in Admin/Front Office/Office Maintenance


 **Job Type:** Full-time, Permanent (Fresher Welcome)

Responsibilities:


- Provide administrative and managerial support
- Oversee office tasks like maintenance, coordination, and inventory management
- Coordinate with external agencies for office equipment AMC
- Manage staff amenities (transport, travel, canteen, etc.)
- Schedule meetings and maintain records


Qualifications:

- MBA or any degree
- Strong office administration skills

 **Contact:** +91 9176332863

20. HR Executive and Recruiter – Company: Desicrew Solutions

 **Location:** Mayiladuthurai - Kollumangudi, Chennai, Kumbakonam, Nagapattinam, Thanjavur, Karaikal

 **Salary:** ₹1,00,000 - ₹2,75,000 per annum

 **Experience:** 2 - 7 years

 **Job Type:** Full-time


Responsibilities:

- Handle recruitment processes and scheduling interviews
- Strong sourcing and screening skills, identifying top talent
- Coordinate with Project Managers for smooth recruitment
- Proficiency in recruitment tools like job portals and social media

Qualifications:


- 1-5 years of experience in recruitment, preferably in BPO sector
- Proficiency in using WhatsApp, job portals, and social media

 **Mail ID:** Thanikai@desicrew.in

 **Contact:** 98407 99777

21. HR Associate - Recruiter – Company: Verve Financial Services

 **Location:** Guindy, Chennai

 **Salary:** ₹1,25,000 - ₹2,00,000 per annum

 **Experience:** 1 - 3 years

 **Job Type:** Full-time

Responsibilities:


- End-to-end recruitment, induction, orientation, and onboarding
- Manage employee database and relationships
- Facilitate joining process, assist in onboarding, and explain policies
- Ensure proper completion of paperwork and maintain offer acceptance rates
- Work in a fast-paced, dynamic environment, independently and in a team

Qualifications:

- Strong communication, interpersonal, and problem-solving skills
- Ability to apply HR processes and business rules


Time and Venue: 30 January - 1st February , 9.30 AM - 5.30 PM

Location – Our office is located at Location – Guindy location RR tower 4 8 floor TVK industrial estate, Guindy Chennai – 600032


 **Contact:** Akshaya HR – 8925915481

22.Senior-level HR Recruiter - Healthcare – Company: Pama Network Pvt Ltd

 **Location:** Ambattur, Chennai

 **Salary:** ₹2,25,000 - ₹3,25,000 per annum

 **Experience:** 3 - 5 years

 **Job Type:** Full-time (Monday to Friday, 9:30 AM - 6:30 PM)

Responsibilities:

- Oversee recruitment strategies and manage a team of recruiters
- Ensure hiring goals are met for healthcare staffing
- Screen profiles, handle client communications, and manage recruitment processes
- Proficiency in English, Hindi, and Telugu is preferred

Qualifications:

- Strong experience in healthcare recruitment and team management


Time and Venue: 29 January - 7th February , 6.00 PM - 8.00 PM


Pama network pvt ltd L 28th ,7th street Ambathur industrial estate Ambathur land mark BMW show room opposite

 **Contact:** Prabhu K – 9840751694

23.HR Manager - Medical Billing Company – Dreamz Hire

 **Location:** Perambur, Chennai

 **Salary:** ₹7,00,000 - ₹10,00,000 per annum

 **Experience:** 5 - 10 years


 **Job Type:** Full-time

Responsibilities:





- Develop and implement HR strategies aligned with business goals
- Manage recruitment, selection, and employee relations
- Oversee payroll, compensation, benefits, and compliance with labor laws
- Conduct training programs and performance management
- Lead HR metrics and reporting initiatives

Qualifications:

- Bachelor's in HR or Business Administration
- Proven experience in HR management (BPO/KPO/Medical billing)
- In-depth knowledge of labor laws and HR best practices

 **Contact:** Faizan – 9176249235

24.Administrator with Accounts Assistant – Company: Vega Intellisoft

-  **Location:** Guindy, Chennai
-  **Salary:** ₹3,50,000 - ₹7,00,000 per annum
-  **Experience:** 5+ years
-  **Job Type:** Full-time (Work from Office)

Responsibilities:





- Enter invoices, bills, etc., in SAP B1 and coordinate with Finance for payments
- Handle accounts payable & receivable
- Manage vendor payments, staffing, and general administration tasks
- Assist with admin duties, including office-related activities and purchases

Qualifications:

- Minimum 5 years of relevant experience in accounting/logistics
- SAP B1 knowledge is mandatory
- Must be flexible to handle both accounts and administrative tasks

 **Mail ID:** Kavipriya@vegaintellisoft.com

25.Office Administrator – Company: Elevado Softwares

-  **Location:** Coimbatore (Peelamedu)
-  **Salary:** ₹1,80,000 - ₹2,40,000 per annum
-  **Experience:** 0 - 1 year
-  **Women candidates preferred**


Responsibilities:

- Coordinate administrative tasks and workflows
- Maintain office supplies inventory
- Manage office operations and communications
- Provide administrative support to the team
- Career gap accepted (Female candidates only)

 **Contact Number:** 7604949035

26.Executive Secretary – Company: Sanvi Business Solutions

Location: Thiruvanniyur, Chennai

 **Salary:** ₹8,00,000 - ₹10,00,000 per annum


 **Experience:** 12 - 20 years

Responsibilities:

- Plan and share minutes of meetings with concerned persons
- Provide administrative and secretarial support
- Manage travel arrangements
- Maintain high confidentiality
- Handle emails, couriers, and notices
- Work flexibly and handle pressure


Required Skills:

- Strong communication skills
- Organizational and time management skills
- Proficient in MIS reports and mail drafting

 **Contact Number:** 9176033506 / 9791033506

27.Administration Manager - Company: C Tech Rebar

 **Location:** Kuniyamuthur, Coimbatore

 **Salary:** ₹2,75,000 - ₹4,00,000 per annum

 **Experience:** 3 - 8 years

Responsibilities:

- Manage all administration and HR tasks
- Support and assist the Managing Director of the parent company
- Opportunity for career growth with the parent company abroad
- Immediate joining


Required Skills:

- Basic administrative experience with strong work ethics
- Willingness to learn and grow

 **Contact Number:** 9884759546

28.HR Recruiter (Female Candidates Only) – Company: Enrich and Enlight

 **Location:** Virugambakkam, Chennai

 **Salary:** ₹1.5 - ₹4.5 Lacs per annum

 **Experience:** 0 - 5 years

Responsibilities:

- End-to-end recruitment process
- Sourcing and screening profiles
- Handling IT & Non-IT requirements
- Follow-ups with candidates till onboarding
- Proactive research of the talent market


Requirements:

- Any Graduation
- Good communication skills
- Female candidates with a career break are welcome to apply
- Work from office (10 AM - 7 PM)

 **Contact:** Nancy John, HR - 6382660701

 **Mail ID:** nancy@enejobs.com

29.Walk-in Drive - HR Recruiter - Company: Hireworks Consulting

 **Location:** Arumbakkam, Chennai

 **Salary:** ₹20,000 CTC (including incentives)

 **Experience:** 0 - 1 year

 **Time & Venue:** 1st February, 10:30 AM - 3:00 PM

- No 3, Premalaya Building, 17th Street, Jai Nagar, Arumbakkam, Chennai-600106.
Landmark: Opposite to CMBT Bus Stand.

Job Role:


- Sourcing applicants via job boards and social networks
- Managing the recruitment process
- Advertise job openings & communicate with management
- Ensure candidate engagement during onboarding


Requirements:


- Good English communication skills
- Positive, analytical mindset
- Fresh Graduates (2023/2024), especially in MBA, MSW, MHRM, or English Literature
- Applicants with laptops encouraged

 **Contact:** Preethika HR – 7708848410

30.HR Executive and Recruiter – Company: JDUS Jobs

 **Location:** Nerkundram, Chennai

 **Salary:** ₹15,000 - ₹25,000 per month

 **Experience:** 0-5 years (HR Executive) | 0-10 years (Team Lead)

 **Gender:** Female

Job Role:


- Lead recruitment efforts and manage team dynamics
- Handle end-to-end recruitment processes
- Ensure effective team coordination and performance


Requirements:

- Female candidates with 0-10 years of experience
- HR Executive (0-5 years) and Team Lead (0-10 years) roles available
- Team Lead applicants should be in the age range of 30-40 years


 **Contact:** Thirumaran - +91 81480 77771

31.Manager - Talent Management Company: CIEL HR

 **Location:** Chennai (with occasional travel)

 **Salary:** ₹12-15 LPA

 **Experience:** 4-12 years

 **Email:** smita.gurung@cielhr.com

Role Summary:

We are seeking a **Manager – Talent Management** to lead initiatives on employee engagement, performance management, and talent retention for both showrooms and the corporate office.

Key Responsibilities:


- Oversee performance evaluations and align with company goals


- Drive employee engagement and retention strategies
- Foster employee relations and ensure a positive work environment
- Organize talent development activities

Requirements:

- MBA/MSW in HR or related field
- Strong communication skills, fluency in Telugu is a plus
- Willingness to travel across locations

32. Recruiter (Bulk Hiring) - WFH

 **Location:** Remote (Hiring office in Chennai)

 **Salary:** ₹1.5 - 1.75 LPA (₹12,000 take-home + commission)

 **Contact:** Akhila HR - 9989039115

Job Description:

Takecare Manpower Services is looking for a **Recruiter (Bulk Hiring)** to validate profiles and source candidates through various portals.

Requirements:


- Experience: Minimum 6 months / Freshers
- Education: MBA in HR (2022 & 2023 pass-outs, without backlog)
- Must have own laptop and Wi-Fi connection
- Fixed off on Sundays

How to Apply:

Contact Akhila HR at **9989039115** for more details.

33. Recruitment Executive Company: Lead Hr Services

 **Location:** Chennai

 **Salary:** ₹1.5 - 2.25 LPA

 **Contact:** Ms. R. Lakshmi - 9940632343

Job Description:

Lead HR Services is looking for a **Recruitment Executive** to manage the end-to-end non-IT recruitment process.

Responsibilities:

- Understand client requirements
- Source candidates from portals like Naukri, Shine, and social media
- Schedule and follow-up on interviews till offer release
- Ensure good communication with candidates


Requirements:


- Experience: 2 to 4 years
- Qualification: Any Graduate
- Good communication skills


How to Apply:

Send your resume to careers@leadhr.net or contact **Ms. R. Lakshmi** at **+91 9940632343**.

34.Freshers Female Executive HR Jobs in Chennai Company: Bdreamz Global Solutions

 **Location:** Velachery, Taramani, Perungudi, Pallikaranai, Madipakkam, Adambakkam, Nanganallur

 **Salary:** ₹2.5 - 2.75 LPA

 **Contact:** 8925845922 / 7550016337

Job Description:

Bdreamz Global Solutions is hiring **Fresh Female HR Graduates** for placements in **Chennai**. This is an urgent hiring opportunity for **HR Placement Coordinators** and IT recruitment assistants.

Responsibilities:

- Coordinate HR placements
- Assist in IT recruitment process

Requirements:


- Female HR graduates from nearby Chennai locations
- Freshers are welcome

How to Apply:

For more information, contact **8925845922 / 7550016337**.

35.Urgent Opening - HR Operations (NGO) Company: Tpc Hr Advisory Services

 **Location:** Chennai

 **Salary:** ₹6 - 12 LPA

Job Description:

The Practice Centre is seeking an **HR Operations professional** with **6-11 years of experience**. Experience in non-profit or research foundations is preferred.

Responsibilities:

- Manage HR administration tasks, including employee records and compliance

- Support employee relations and resolve HR-related issues
- Administer compensation, benefits, and payroll
- Ensure HR compliance with legal and organizational standards
- Prepare HR data reports and assist with HR projects

Preferred Profile:

- Experience in NGOs or research foundations
- Knowledge of local labor laws
- Willingness to travel occasionally

To apply, send your resume to Recruit4@tpchr.in.

36.HR IT Recruiter Company: Thinkinfinit Technology

 **Location:** Chennai (OMR)

Job Description:

Thinkinfinit Technology is hiring an **HR IT Recruiter**. We are looking for **2023 and 2024 pass-outs with good communication skills**. Any graduate or post-graduate is welcome to apply.

Job Role:

- Responsible for sourcing and recruiting candidates for IT positions
- Coordinate with the team and manage the recruitment process


Event Details:


- **Date:** 1st February
- **Time:** 9:30 AM to 12:30 PM
- **Location:** OMR

To apply, send your CV to faritha.m@thinkinfinit.co.in or contact **9361644507** for further information.

37.HR Recruiter – Female Company: Goodman Global Solutions

 **Location:** Chennai (Near Mogappair)

 **Salary:** ₹1.5 - 2.25 Lacs P.A.

 **Contact:** 7305461187

Job Description:

Goodman Global Solutions is hiring an **HR Recruiter (Female)**.

- **Qualification:** Any Degree

- **Experience:** Freshers or up to 1 year of experience in HR
- **Languages Required:** Hindi (spoken), English, Tamil (Mandatory)
- **Technical Skills:** Basic computer knowledge

If you are interested, please contact **7305461187** for more details.

38.HR Intern Company: KS Smart Solutions

- 📍 **Location:** Chennai (On-site)
- 💰 **Salary:** Stipend-less Internship
- 🕒 **Duration:** 2-3 months

Job Description:

KS Smart Solutions is offering an **HR Internship** for students or recent graduates in HR.

- **Experience:** 0 - 1 year
- **Responsibilities:**
 - Develop and execute recruitment strategies
 - Source candidates via job boards, social media, etc.
 - Screen resumes, conduct interviews, and manage candidate experience
 - Coordinate with hiring managers and provide feedback

Interested? Send your resume to kavitha@kssmart.co with the subject line "HR Internship".

39.Human Resources Executive Company: Lario Interiors

- 📍 **Location:** Chennai
- 💰 **Salary:** ₹25,000 - ₹35,000 per month
- 🕒 **Job Type:** Full-time

Job Description:

Lario Interiors is hiring an **HR Executive** with 4-6 years of experience.


- **Responsibilities:**
 - End-to-end recruitment and HR activities
 - Volume hiring, bulk hiring, campus hiring
 - Conduct interviews and maintain candidate databases
 - Use job portals like LinkedIn, social media for sourcing
 -


Qualifications:


- Any Degree (MBA is an advantage)
- Minimum 2 years experience in recruitment and HR
- Salary benefits: Cell phone reimbursement, commuter assistance

Interested? Contact: Gopinath AR - 93840 62992 for more details.

40.HR & Admin Executive Company: Bocxy Glam Private Limited

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

 **Salary:** ₹15,000 per month

 **Job Type:** Full-time, Day shift

Job Description:

Bocxy Glam is seeking an experienced **HR & Admin Executive** with 1-2 years of experience to handle HR and administrative duties, including:

- End-to-end recruitment & onboarding
- Maintaining employee records & payroll systems
- Ensuring HR policy compliance
- Coordinating office operations & vendor management
- Supporting employee engagement activities

Qualifications:

- Bachelor's degree in HR/Business Administration
- Proficiency in MS Office & HR software
- Strong organizational & communication skills

Interested? Email your resume to rohit@bocxy.com.

