

1.Office Admin – Company: Quest Certification (P) Ltd

Location: Guindy, Chennai (Female candidates preferred)

Salary: ₹13,000 – ₹20,000 per month

Experience: 1-2 years (Preferred)

Job Responsibilities:

- Manage office operations, supplies, and facilities
- Handle calls, emails, and correspondence
- Schedule meetings, travel, and maintain records
- Support HR tasks like recruitment and onboarding
- Assist in event coordination and report preparation

Requirements:

- Any degree, fluent in English, MS Office skills
- Strong organizational and multitasking abilities

Contact: 9342167703

2.Admin Executive – Company; Link K Insurance TPA Pvt Ltd

Location: Coimbatore (Female candidates, married preferred)

Salary: ₹15,000 – ₹20,000 per month

Experience: 1-3 years (Required)

Job Responsibilities:

- Manage office administration, housekeeping, security, and pantry
- Maintain documentation, filing, and asset management
- Handle stationery stock, petty cash, and data entry tasks
- Ensure smooth office operations and employee support

Requirements:

- Any degree, data entry experience, MS Office skills

Email: hr.vasanth@linkktpa.com

3.Accounts & HR Assistant – Company: AR Apparel

Location: Nallur, Tiruppur (Candidates within 10 KM preferred)

Salary: Competitive with incentives & bonuses

Experience: 0-3 years (Freshers can apply)

Job Responsibilities:

- Assist in accounts and HR operations
- Manage Tally entries and documentation
- Support payroll, admin tasks, and compliance
- Ensure smooth office coordination

Requirements:

- B.Com, M.Com, BBA
- Tally knowledge & valid license required

Benefits: Free room, canteen facility

Contact: 6380335106 | **Email:** hr.arapparel@gmail.com

4.HR Executive / HR Recruiter – Company: Limish

Location: Valasaravakkam, Chennai

Salary: Competitive

Experience: Freshers & Experienced can apply

Job Responsibilities:

- Manage end-to-end recruitment
- Conduct screening, scheduling, and interviews
- Handle professional email communication
- Prepare reports and manage tasks efficiently

Requirements:

- Strong English communication & MS Office skills
- Excellent time management & organizational abilities

Email: careers@limish.com

5.HR Recruiter (Management Trainee) – Company: V Support Solutions

Location: Coimbatore

Salary: Competitive

Experience: Fresher (MBA - 2021 Batch)

Job Responsibilities:

- Understand job requirements & develop sourcing strategies
- Post jobs, screen resumes & conduct initial interviews

- Schedule client interviews & assist in offer finalization
- Generate recruitment MIS & build candidate relationships

Requirements:

- Strong networking, communication & research skills
- Proficiency in job portals & recruitment tools

Contact: 8220014457 | **Email:** muruges@vsupportsolutions.in

6.Front Office & Admin Officer – SKS Veterinary Hospital & Pet Shop

Location: Hosur, Tamil Nadu (with travel to other branches)

Salary: Up to ₹18,000 per month

Experience: 0-2 years

Job Responsibilities:

- Customer relationship management
- Billing, system handling & stock management
- Sales, negotiation & register maintenance

Requirements:

- 12th Pass / Any Degree
- Tamil & English communication skills
- Flexible for rotational shifts

Benefits: Health insurance, PF, Paid leave

Contact: +91 74491 00031 (WhatsApp only)

7.Manager - HR & Admin (Female) – Company: GP HOMES PVT LTD

Location: Anna Nagar West, Chennai

Salary: ₹25,000 - ₹30,000 per month

Experience: 5+ years (Real Estate/Construction industry mandatory)

Job Responsibilities:

- Recruitment, onboarding & training
- Employee relations & engagement
- HR strategy, performance management & payroll
- Managing compensation, benefits & statutory compliance

Requirements:

- Master's in HR or related field
- Strong experience in HR functions

Contact: 8056090880 | hr@gphomes.co.in

8. Sr. HR Generalist – Company: Peerless Biotech Private Limited

Location: Perungudi, Chennai

Salary: From ₹47,000 per month

Experience: 4+ years (HR Compliance mandatory)

Job Responsibilities:

- Employee onboarding, induction & probation tracking
- ESI & PF registration
- Payroll processing & final settlements
- Handling grievances & HR documentation
- HR audit & compliance
- POSH & employee engagement activities

Requirements:

- Male candidates only
- Strong Excel & communication skills

Email: hr@peerlessbio.com

9.HR Generalist – Company: FPL Vehicles Pvt Ltd

Location: Ambattur, Chennai

Salary: ₹30,000 - ₹35,000 per month

Experience: 5-6 years (HR Operations, Recruitment, Payroll)

Job Responsibilities:

- End-to-end HR operations
- Recruitment, screening & selection
- Payroll processing & exit formalities
- Employee engagement initiatives
- Preferred experience from IT/Product-based companies

Requirements:

- Strong communication skills
- Graduate/Postgraduate in HR

Email: hrrecruiter.exe@fpltata.com | WhatsApp: 8925523152

10. Human Resources Executive – Company: Sunil Sethia & Associates

Location: Kodambakkam, Chennai

Salary: ₹25,000 - ₹35,000 per month

Experience: 3-7 years

Job Responsibilities:

- Payroll management
- Recruitment operations
- Training & development
- Performance management

Requirements:

- Strong communication skills
- Immediate joiners preferred

Contact: 8072823280 | harish@maharath.com

11.Zonal Recruitment Lead – Company: G4S Secure Solutions India Pvt. Ltd.

Location: Chennai, Tamil Nadu (South Zone – Tamil Nadu, Kerala, Puducherry)

Salary: ₹60,000 per year

Experience: 5-7 years in recruitment, preferably in security or blue-collar sectors

Responsibilities:

- Oversee recruitment for security operations across South India
- Develop recruitment strategies, organize drives, and manage screening and onboarding
- Ensure compliance with labor laws and company policies
- Collaborate with regional HR and operations teams

Contact:

Abhay Mulik

Mobile: +91 9972877452

WhatsApp: +91 9113627282

Email: abhay.mulik@in.g4s.com

12.Human Resources Administrator – Company: RVK Digital Marketing Solutions

Location: Kalavasal, Madurai, Tamil Nadu

Salary: ₹10,000 - ₹15,000 per month

Experience: Freshers & experienced candidates (0-2 years)

Responsibilities:

- Greet and welcome visitors
- Answer and manage incoming calls
- Handle appointments, inquiries, and scheduling
- Maintain a clean and organized front desk
- Assist with basic administrative tasks

Job Type: Full-time, Permanent

Schedule: Day shift

How to Apply:

Send your resume to rvkdigital5@gmail.com or contact us at +91 87543 33948

13.HR Recruiter – Company: Elysium Group of Companies

Location: Madurai, Tamil Nadu

Experience: 1 year (Preferred)

Responsibilities:

- Develop and implement recruitment strategies
- Source and screen candidates via job boards, social media, etc.
- Conduct interviews and evaluate candidates' skills and fit
- Promote employer branding and attend recruiting events
- Maintain accurate records and recruitment reports
- Ensure compliance with labor laws and regulations
- Collaborate with HR teams for smooth onboarding

Job Type: Full-time, Permanent

Schedule: Day shift

How to Apply:

Send your resume to franchise@elysiumacademy.org

14.US IT Recruiter – Company: Vagus Technologies

Location: Tiruchirapalli/Trichy

Experience: 0 - 5 years

Job Description:

- Excellent English communication skills
- Must have completed any technical degree

- Freshers and professionals with a minimum of 1 year of experience are welcome to apply
- Responsible for sourcing and recruiting US IT professionals
- Work-from-office job

Job Type: Full-time

Openings: 3

How to Apply:

Send your resume to [contact@vagustech.com]

15. Recruiter (TA) – Company: DMart

Location: Arumbakkam, Chennai - 600106

Experience: Minimum 3 years

Job Description:

- Responsible for end-to-end recruitment and hiring people for various positions
- Work on JD requirements, sourcing through portals, social media, and other channels
- Ensure timely recruitment and meeting deadlines
- Develop and drive sourcing/recruitment strategies with the vertical/functional manager
- Headhunting and excellent communication skills required
- Local language (Tamil & English) is mandatory

How to Apply:

Send your resume to sridevi.nayak@dmartindia.com

16.IT Recruiter – Company: BCT Consulting

Location: Chennai

Experience: 1 - 5 years

Salary: ₹2.5 - ₹4.5 Lacs P.A.

Job Description:

- Min 1 year experience in IT recruitment and 3-6 months in C2H
- Permanent role with salary as per industry standards
- Responsibilities include sourcing candidates, screening, and interview coordination
- Provide a positive candidate experience and manage the recruitment process efficiently
- Incentives and insurance benefits offered
- 2 days off per week

Time and Venue:

3rd February - 9th February, 10:00 AM - 5:30 PM

Bahwan Cyber Tek, 148 Rajiv Gandhi Salai, Seevaram, Thoraipakkam, Tamil Nadu 600097

Contact: Sudhamai TK, 8124453291

17. HR Recruiter (Non-IT) - Company: JRK Research

Location: Abhiramapuram, Chennai

Experience: 3 - 6 years

Salary: ₹2 - ₹3.5 Lacs P.A.

Job Description:

- Collaborate with zonal heads and hiring managers to understand team requirements
- Manage end-to-end recruitment processes (sourcing, screening, interviewing, onboarding)
- Post job ads on portals and networks to attract talent
- Conduct initial telephonic interviews to assess qualifications, experience, and cultural fit
- Ensure timely communication with candidates and smooth onboarding
- Assist in maintaining employee records and documentation

Perks & Benefits:

- Bonus, Medical Insurance, and Other Allowances

Contact: 9094200201

18. Non-IT Recruiter – Company: Layam

Location: Chennai (Adyar, Velachery, Thiruvanmiyur, Mylapore, Velachery West, Guindy, OMR, Saidapet)

Experience: 0 - 5 years

Salary: ₹2 - ₹4.25 Lacs P.A.

Job Description:

- Handle end-to-end recruitment process
- Conduct interviews (phone, video, etc.) and screen applicants
- Manage relationships with stakeholders and hiring managers
- Proficient in MS Office, HRIS systems, and applicant tracking systems
- Excellent communication, organizational, and decision-making skills
- Familiar with sourcing avenues, employment laws, and recruitment best practices

Preferred Qualifications:

- Bachelor's Degree in HR, Business Admin, or related field

Contact: David – 8925860065

19. Recruiter – Company: Pama Network Pvt Ltd

Location: Ambattur Estate, Chennai

Experience: 0 - 2 years
Salary: ₹2 - ₹3 Lacs P.A.

Job Description:

- Source, screen, and shortlist candidates for various roles
- Conduct initial interviews and coordinate with hiring managers
- Maintain candidate databases and follow up throughout the hiring process
- Assist in employer branding and recruitment marketing
- Requirements: Any graduate, strong communication skills, basic MS Office knowledge, and a keen interest in HR

Time and Venue: 3rd February - 12th February , 11.00 AM - 4.30 PM
L 28, 7th St, South Phase, Ambattur Industrial Estate, Chennai, Tamil Nadu 600058

Job Type: Full-time
Contact: Dhanapriya – 8925515812

20. Company: Adonis Recruitment Consultants
Manager - HR (Plant HR Head - Tier1 Auto MNC @ Chennai)
Location: Irungattukottai, Sriperumbudur, Chennai
Experience: 14 - 20 years
Salary: ₹10 - ₹12 Lacs P.A.

Job Description:

- Oversee plant HR functions including Payroll, Recruitment, PF, ESI, Contract Labor Management, HR Compliance, Legal, and Labor Laws
- Manage tasks like Factory License, TNPCB, Transport, Canteen, Housekeeping, Security, and Public Liaison
- Must have strong IT skills and experience in Korean Auto Manufacturing

Qualifications: MSW/MLM/MBA with 14+ years of relevant experience

Email: hr@adonisstaff.in

21. Company: Archangel Hr Solutions
Job title: HR Professional
Location: Chennai, Hyderabad, Bengaluru
Experience: 2 - 7 years

Job Description:

- Manage HR functions within the organization, focusing on HR Generalist activities and Human Resource Management

- Oversee HR operations, support business needs, and align HR strategies with organizational goals
- Collaborate with leadership to ensure smooth HR operations across departments

Qualifications:

- PG in any field
- Prior experience in HRM, Corporate HR, and HR Generalist activities

Email: hr@archangelhr.in / cv@archangelhr.in

22. Recruiter - Dayshift

Company: Titanium Consulting

Location: Chennai, Kolkata, Hyderabad, Pune, Bengaluru, Delhi/NCR, Mumbai (All Areas)

Experience: 1 - 6 years

Salary: 5 - 6.5 Lacs P.A.

Job Description:

- Minimum 1 year of experience in BPO/BFSI recruitment, preferably in a BPO/MNC
- Work Location: Bangalore
- Shift: Dayshift
- Immediate joiners or candidates with a maximum 15-day notice period can apply

Qualification: Graduate

Contact: Swapna @ 7411718707 for more details.

23. Payroll - Employee Tax Must

Company: LNV Technology

Location: Chennai (Egmore)

Experience: 4 - 8 years

Salary: Not Disclosed

Job Description:

- 4-8 years of experience in payroll and taxation, with strong knowledge of TDS and employee tax
- Responsible for payroll processing, statutory compliance, and tax calculations
- Immediate start available
- Skills required: Payroll, Statutory, Employee Tax, TDS, Tax Calculation, Taxation

Contact: 9342422866

24.Sr. HR Specialist (L&T) Company: CAREERMARK6

Location: Coimbatore

Experience: 7 - 10 years

Salary: 6-9 Lacs P.A. (Negotiable)

Job Description:

- Seeking a Sr. HR Specialist for a premium Apparel Manufacturing Company

Email: careermark@motujji.com, JOBSatCAREERMARK@gmail.com

25.Hospital Management HR - Company: Shri Janani Homes Pvt. Ltd.

Location: Sholinganallur, OMR, Chennai

Experience: 3 - 5 years

Job Description:

- Source candidates using job portals like Naukri, Indeed, etc.
- Manage payroll and salary calculations for healthcare professionals including doctors, nurses, and technicians.
- Handle performance appraisals and other employee benefits.

Contact:

Phone: 7824811211

Email: hr@shrijananihomes.com

26. Executive Secretary - Service Industry

Company: Lead HR Services

Location: Ekkaduthangal, Chennai

Experience: 2 - 5 years

Salary: 3 - 3.5 Lacs P.A.

Job Type: Full-time

Job Description:

- Provide administrative support and travel management.
- Coordinate meetings and assist with various office tasks.
- Experience in service-oriented and manufacturing industries is preferred.

Contact:

Phone: 7358600733

Email: team@leadhr.net

27. Admin Executive - Construction Industry

Company: CIEL HR

Location: Sholinganallur, OMR, Chennai

Experience: 5 - 10 years

Salary: 4 - 6 Lacs P.A.

Job Type: Full-time

Job Description:

- Admin experience in the construction industry is a must.
- Hindi speaking is mandatory.
- Only male candidates under the age of 35 and willing to travel.

Contact:

Phone: 73394 26262 (Prakash)

Email: prakash@cielhr.com

28. Front Office Executive

Company: Golden Opportunities Pvt Ltd

Location: Chennai

Experience: Freshers/0 years

Job Type: Full-time

Job Description:

We are looking for a reliable and well-organized receptionist to manage front desk activities, answer calls, schedule appointments, and provide administrative support to ensure smooth office operations. Preferably female candidates.

Key Responsibilities:

- Greet and welcome visitors.
- Handle calls, messages, and emails.
- Schedule appointments and meetings.
- Manage office supplies, mail, and billing.
- Provide administrative assistance.

Qualifications:

- Any Graduation.
- Proficient in MS Office.
- Strong communication and organizational skills.

Contact:

Phone: 9360810530 (Ranjini)

Email: ranjini@gojobs.biz

29. Administration Executive

Company: Leading Real Estate (Captalent HR)

Location: Perumbakkam, Chennai

Experience: 1-4 years

Salary: ₹2.5-3.5 LPA

Job Type: Full-time

Job Description:

We are hiring an Admin Executive to manage front office operations, handle client interactions, maintain records, and provide administrative support. The role requires strong communication skills in English.

Key Responsibilities:

- Manage front office operations.
- Handle client queries and resolve issues.
- Maintain accurate records (physical & digital).
- Provide administrative support, including data entry.
- Complete tasks as assigned by supervisors.

Desired Profile:

- Min 1 year of admin experience.
- Willing to work 6 days a week with 1 rotational off.
- Good communication skills in English.

Email: kinnera259@gmail.com

30. Admin Executive

Company: CaptalentHR

Location: Anna Nagar, Chennai

Experience: 0-1 year (Freshers or 6 months experience)

Salary: ₹1.5-1.75 LPA

Job Type: Full-time

Job Description:

We are hiring an Admin Executive for an Interior and Architects-based firm. The role involves managing front office operations, handling client interactions, maintaining records, and providing administrative support.

Key Responsibilities:

- Manage front office operations.
- Handle client queries and resolve issues.
- Maintain accurate records (physical & digital).
- Provide administrative support, including data entry.
- Complete tasks as assigned by supervisors.

Desired Profile:

- Freshers or candidates with 6 months experience.
- Good in MS Excel.
- Female candidates only.
- Willing to work 6 days a week (Sunday fixed off).

Contact:

Email: harithcaptalenthr@gmail.com

Phone: 8310049303 (HR Manager)

31. Facility Executive

Company: Genius Consultants

Location: Chennai, Hyderabad, Bengaluru

Experience: 2-5 years

Salary: ₹2.25-3 LPA

Job Type: Full-time

Job Description:

We are hiring a Facility Executive responsible for overseeing daily building operations. Tasks include maintaining cleaning schedules, managing supplies, preparing reports, and ensuring compliance with safety standards. The role also involves staff management, vendor coordination, and implementing operational standards.

Key Responsibilities:

- Manage daily rounds, cleaning, and maintenance.
- Prepare reports (DMR, MMR, QBR).
- Order supplies and equipment as needed.
- Ensure employee training and engagement.
- Enforce safety policies and procedures.

Contact: 9880612200

32. Office Coordinator / Admin

Company: Syncfusion Software Pvt. Ltd.

Location: Chennai (Anna Nagar)

Experience: 0-1 year

Job Type: Full-time

Job Description:

Syncfusion Software Pvt. Ltd. is hiring multiple Office Coordinators/Admins. The role involves general office maintenance, managing employee records, asset and inventory management, and customer support coordination. The ideal candidate should be well-versed in MS Office and have good communication skills.

Eligibility:

- Any degree (Regular)
- 2021 to 2024 Graduates with minimum 60%
- No gaps in education
- Experience: 0-1 year

Working Hours:

9:00 AM to 6:00 PM, Saturdays as needed

Email: recruitment.chn@syncfusion.com

33.HR Recruiter (Female - MBA)

Company: App Technology

Location: Chennai

Experience: 0-1 year (Freshers)

Salary: Negotiable

Job Type: Full-time

Job Description:

App Technology is hiring Freshers (Female - MBA) for the HR Recruiter role. The position involves filling positions within the organization, screening resumes, sourcing candidates, interviewing, and scheduling. Ideal candidates should have excellent communication skills, multi-tasking abilities, and a proactive approach to recruitment.

Eligibility:

- MBA qualification
- Freshers welcome
- Excellent communication and multi-tasking abilities

Contact:

Swathy (HR): 9150056332

34.HR Executive (Male Candidates Only)

Company: Amrutha Business Solutions

Location: Chennai

Experience: 2-4 years

Job Type: Full-time

Job Description:

Amrutha Business Solutions is hiring an HR Executive (Male candidates only) for HR Generalist roles. The position involves managing payroll, ESI, PF, statutory compliances, joining formalities, and induction. The candidate will be responsible for maintaining employee relations and driving employee engagement initiatives. Good communication skills in English are required.

Eligibility:

- 2-4 years of experience in HR Generalist roles
- Strong communication skills

Contact: 7397778272

35. Recruiter

Company: Tillvaxt HR Solutions

Location: Chennai

Experience: 1-6 years

Salary: 2-3.5 Lacs P.A.

Job Type: Full-time

Job Description:

Tillvaxt HR Solutions is looking for a Recruiter with 1-6 years of experience to handle end-to-end recruitment processes. The role includes finding and screening candidates, creating job listings, scheduling interviews, and collaborating with hiring managers. Knowledge of job portals is required.

Eligibility:

- 1-6 years of recruitment experience
- Knowledge of job portals

Contact: Thirunavukkarasu Esakkaippan Recruitment Manager +91 9884379700

36.Domestic IT Recruiter

Company: Durus Consulting Pvt Ltd

Location: Chennai

Experience: 1-4 years

Job Type: Full-time

Job Description:

Durus Consulting Pvt Ltd is seeking a Domestic IT Recruiter with 1-4 years of experience. The role includes sourcing candidates based on client job descriptions, pre-screening calls, and learning IT/software skills. The candidate should have strong interpersonal and communication skills, be proficient in online platforms like Naukri, Monster, and Dice, and show a willingness to learn and grow.

Eligibility:

- 1-4 years of recruitment experience
- Excellent communication and negotiation skills

Walk-in Interview:

Dates: 3rd February - 12th February

Time: 2:00 PM - 4:00 PM

Venue: 111, 141, AWFIS Building, Rajiv Gandhi Salai, Kandhanchavadi, Perungudi,
Chennai, Tamil Nadu 600096

Contact: Joshua – 8939847111

