



**1.Job Title:** Human Resources Administrator

**Company:** PracticeSuite India Private Ltd

 **Location:** Kochi, Kerala

 **Email:** career@practicesuite.com

**Job Description:**

Assist in HR operations, maintain employee records, coordinate HR projects, handle grievances, manage cab & facility administration, and act as SPOC for the night shift team. Requires experience with HRIS, MS Office, and strong communication skills.


**Experience:** 6-8 years


**Salary:** As per industry standards


**Shift:** 2:00 PM - 11:00 PM / 5:00 PM - 2:00 AM

**2.Job Title:** Executive Assistant / Secretary

**Company:** Jeanuvs Private Limited

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

 **Email:** hrrecruit@jeanuvs.com

 **Contact:** 99624 37077

**Job Description:**

Manage complex calendars, schedule meetings, handle calls/emails, and coordinate travel arrangements. Perform general administrative tasks, assist in event planning, track expenses, and ensure efficient time management. Strong organizational skills required.

**Experience:** 3-10 years

**Salary:** ₹20,000 - ₹40,000 per month

**Shift:** Day shift


**Gender:** Female candidates only

**3.Job Title:** Administration Assistant/Receptionist

**Company:** NB Media Tech Pvt Ltd

 **Location:** Mattuthavani, Madurai, Tamil Nadu

 **Email:** devaki.hr@vidhvaa.com

 **Contact:** 7305638250, 8925959169

**Job Description:**

Manage schedules, handle calls/emails, coordinate travel, maintain office procedures, and assist visitors. Perform data entry, inventory management, and administrative support. Strong communication, organization, and multitasking skills required.

**Experience:** Relevant experience preferred

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


**Shift:** Day shift


**Benefits:** Paid sick time, paid time off, PF

**4.Job Title:** Front Office Executive (Receptionist)

**Company:** Athma Hospitals and Research

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

 **Email:** careers@athmahospitals.in

 **Contact:** 7305940914

**Job Description:**

Greet patients, manage appointments, handle calls, process payments, and maintain records. Ensure smooth coordination with hospital staff and provide excellent customer service. Maintain front desk cleanliness and assist with administrative tasks.

**Experience:** 1+ year (preferred)

**Salary:** ₹14,000 - ₹22,000 per month


**Shift:** Day shift, weekend availability

**5.Job Title:** HR Intern

**Company:** FFUTUREWISE

 **Location:** Tiruchchirappalli, Tamil Nadu

 **Email:** ffuturewise64@gmail.com

 **Contact:** 8056890200

**Job Description:**

Assist in recruitment, onboarding, and training activities. Maintain employee records, support engagement initiatives, and provide HR administrative support.

**Qualifications:** Pursuing/completed MBA, HR, or related field. Strong communication & MS Office skills.


**Salary:** ₹8,086 - ₹24,416.41 per month (performance-based)


**Type:** Internship/Part-time/Freelance

**Shift:** Day shift (Mon-Fri)

**6.Job Title:** HR Executive (Recruiter)

**Company:** Dr. Aravind's IVF Fertility and Pregnancy Centre

 **Location:** Madurai, Tamil Nadu

 **Contact:** 7708406013

**Job Description:**

Manage end-to-end recruitment, source candidates, screen resumes, coordinate interviews, and ensure smooth onboarding. Maintain compliance and recruitment records.

**Qualifications:** Master's in HR or related field, 1 year of experience, strong communication & MS Office skills.




**Salary:** ₹15,000 - ₹20,000 per month  
**Type:** Full-time/Permanent  
**Benefits:** Health Insurance, Provident Fund  
**Shift:** Day/Morning Shift

**7.Job Title:** Zonal Recruitment Lead  
**Company:** G4S Secure Solutions India Pvt. Ltd.  
**Location:** Tamil Nadu, Kerala, Puducherry  
**Salary:** ₹60,000 per month (Negotiable)  
**Experience:** 3-5 years in recruitment, preferably in security operations

**Key Responsibilities:** Lead recruitment for security personnel, conduct mass hiring drives, ensure compliance, and collaborate with regional teams.

**Contact:** Abhay Mulik  
**Mobile:** +91 9972877452  
**WhatsApp:** +91 9113627282  
**Email:** [abhay.mulik@in.g4s.com](mailto:abhay.mulik@in.g4s.com)

## 8. Assistant General Manager (AGM) - HR




 **Location:** Chennai, Tamil Nadu  
 **Salary:** Best in Industry  
 **Experience:** 12+ years (5+ years in a managerial role)

### Role Overview:

NIST Institute is hiring an AGM - HR to lead HR strategy, talent acquisition, employee engagement, performance management, compliance, and payroll. The role requires strong leadership, labor law expertise, and HRIS proficiency.


 **Email:** [deensha.ghouse@nistglobal.com](mailto:deensha.ghouse@nistglobal.com)  
 **Contact:** +91 7305020637

## 9. Senior Manager - HR

 **Location:** Salem, Tamil Nadu  
 **Salary:** ₹25,000 – ₹40,000 per month  
 **Experience:** 5+ years (Payroll & HR required)


### Role Overview:

Bright Angel Employment Agency is hiring a Senior HR Manager to oversee labor law compliance, employee relations, payroll, benefits, and training programs. Strong communication, leadership, and HR expertise are required. HR certification (SHRM-CP, PHR) is a plus.

 **Contact:** +91 9345566728

### 10. Female Fresher HR Executive

 **Location:** Velachery, Chennai

 **Salary:** ₹12,000 – ₹15,000 per month (Incentives & Bonus up to ₹2,94,000 CTC)

 **Experience:** Fresher

#### Role Overview:


Besant Technologies (BDreamz Global Solutions Pvt Ltd) is hiring a **Female Fresher HR Executive**. The role includes recruitment, HR operations, and employee engagement. Candidates must be fluent in Tamil & English. Immediate joiners preferred.


 **Contact:** Mr. Mohamed Ismail – +91 7550016337

 **Office Address:** No. 165, 2nd Floor, Murugu Nagar 5th Street, Velachery, Chennai

### 11. HR Executive


 **Location:** Annur, Tamil Nadu

 **Salary:** ₹14,468 – ₹26,942 per month


 **Experience:** 1–3 years (Freshers can apply)


#### Role Overview:


CISPRO Training and Placement Pvt Ltd is hiring an **HR Executive** to handle recruitment, onboarding, employee engagement, payroll, and compliance. The role requires strong HR skills and willingness to travel across North India. MBA in HR preferred.

 **Contact:** +91 9361755131

### 12. HR Recruiter


 **Location:** RS Puram, Coimbatore, Tamil Nadu

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


 **Experience:** Freshers & Experienced can apply


#### Role Overview:

Aruna Jewellery is hiring an **HR Recruiter** to manage talent acquisition, interviews, and hiring processes. Strong negotiation and sales skills are preferred. Join our team and contribute to building a skilled workforce!

 **Contact:** +91 9894622255

### 13. Placement HR (Female)

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

 **Salary:** ₹12,000 – ₹15,000 per month (Incentives & Bonus)


 **Experience:** Fresher & Experienced can apply


#### **Role Overview:**


Besant Technologies (BDreamz Global Solutions Pvt. Ltd.) is urgently hiring a **Placement HR** to manage recruitment, coordinate placements, and build industry connections. Proficiency in **Tamil & English** is required.

 **Contact:** Mr. Mohamed Ismail – +91 7550016337

#### **14.Senior Executive - HR**


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


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

 **Experience:** Minimum 3 years (No freshers)

#### **Role Overview:**

Lotus Exotic Journeys LLP is hiring a **Senior Executive - HR** to manage recruitment, employee relations, and general HR functions. Strong **team management** skills are essential. This role is open to **female candidates** who are eager to grow with the company.

 **Email:** hr@lotusexoticjourneys.com

 **Contact:** 63821 27896

#### **15.IT Recruiter – Company: CIEL HR**

 **Location:** Anna Nagar, Chennai

 **Experience:** 1 – 3 years


#### **Role Overview:**


CIEL HR is hiring an **IT Recruiter** to handle end-to-end recruitment, including **sourcing, screening, and onboarding** candidates for technical roles. The ideal candidate should be familiar with **ATS, job boards, and industry trends**. Immediate joiners preferred.

 **Contact:** Shruthi L – 7305273148

#### **16.HR Executive & Admin Counsellor – Female Candidates**

 **Company:** Resolve ITech Corp

 **Location:** Chennai, Kochi, Coimbatore

 **Salary:** ₹1.75 - ₹2 LPA

 **Experience:** 0 - 1 year (Education/Immigration industry preferred)


#### **Role Overview:**


Seeking dynamic **HR Executives & Admin Counsellors** with strong **communication &**

**customer service skills.** Responsibilities include providing accurate product information, closing deals, and participating in branch activities. **Target-driven attitude required.**

 **Contact:** Vinothini – 75400 52460


### **17. Bench Sales Recruiter – Company: CES LTD**

 **Location:** Chennai (Work from Office)

 **Experience:** 1 - 2 years in Bench Sales

#### **Role Overview:**

Looking for an experienced **Bench Sales Recruiter** to build and maintain a strong network of consultants, manage candidate databases, and stay updated on industry trends. Strong communication and negotiation skills required.

 **Contact:** WhatsApp Only – +91 9700935385 (No Calls)

### **18. Job Title:** Head Talent Acquisition

**Company:** HR World Solutions

**Experience:** 12 - 20 years in Talent Acquisition

**Qualification:** MBA HR (Regular) from a reputed institute

**Salary:** Not Disclosed

**Location:** Chennai

#### **Job Description:**

Lead the overall Talent Acquisition function across various verticals, ensuring efficient hiring strategies and workforce planning. Manage end-to-end recruitment processes, build strong talent pipelines, and collaborate with stakeholders to meet hiring goals.

**Email:**  [harleenkaur@hrworldsolutions.com](mailto:harleenkaur@hrworldsolutions.com)

### **19. Job Title:** Senior HR Generalist (Male)

**Company:** Harita Techserv

**Experience:** 14 - 20 years

**Qualification:** MLM qualification preferred

**Location:** Chennai (Tambaram)

**Job Description:**

Manage people planning, strategy, and legal compliance while ensuring adherence to HR policies. Oversee payroll, benefits, employee welfare, and grievance handling. Coordinate training programs, employee engagement, and functional audits. Monitor outsourced services, factory safety, and medical facilities. Prepare and submit HR MIS reports.

**Email:**  [mahesh.b@harita.co.in](mailto:mahesh.b@harita.co.in)

**20.Job Title:** HR Recruiter (Female Candidates)

**Company:** Jobixo India

**Experience:** 0 - 1 year (Freshers welcome)

**Qualification:** Any Graduate

**Salary:** ₹1.5 - 3.5 LPA (Performance-based) + Incentives

**Location:** Chennai (Multiple Locations)

**Job Description:**

Responsible for end-to-end recruitment, sourcing profiles, and coordinating interviews. Full training provided for freshers. Attractive incentives based on performance. Direct walk-in interviews available.

**Contact:**

 Varalakshmi HR: 7200237395

 Suganthi HR: 7200180665

**22.Job Title:** HR Recruiter – Philippines Project (Female Candidates)

**Company:** Jobixo India

**Experience:** 1 - 3 years (Preferably with a Philippines-based company)

**Salary:** ₹1.5 - 3.5 LPA + Attractive Incentives

**Location:** Chennai (Multiple Locations)

**Job Description:**

Responsible for end-to-end recruitment for a Philippines-based project. Coordinate and schedule interviews with hiring managers. Candidates with prior experience in a Philippines-based company preferred.

**Contact:** Gayathri HR: 7200053139

**23.Job Title:** Talent Acquisition Executive

**Company:** IndiaMART

**Experience:** 0 - 3 years

**Qualification:** MBA/PGDM (Any Specialization)

**Location:** Chennai

**Job Description:**

Source, screen, and shortlist candidates through job portals, LinkedIn, and referrals. Collaborate with hiring managers to fulfill recruitment needs. Conduct interviews, assess candidate fit, and manage the hiring pipeline. Contribute to employer branding initiatives. Strong communication skills required.

**Email:**  [anushka.sharma@indiamart.com](mailto:anushka.sharma@indiamart.com)

**24.Job Title:** Female IT Recruiter (WFH)

**Company:** ITSource Technologies Limited

**Experience:** 3 - 6 years

**Qualification:** BSc (Computers), BCA, MCA, BTech, BE, MBA (HR)

**Salary:** ₹16K - ₹20K (Based on experience)

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

**Job Description:**

Handle IT recruitment independently, coordinate with client SPOCs, and manage end-to-end hiring. Strong technical knowledge and familiarity with client recruitment processes are required. Must have own laptop/desktop with an internet connection.

**Email:**  [ayeshas@itsourceglobal.com](mailto:ayeshas@itsourceglobal.com)

**25.Job Title:** Recruitment Specialist (Coimbatore)

**Company:** V3 Talentworks

**Experience:** 0 - 2 years (Preferably in Oil & Gas or IT recruitment)

**Salary:** ₹20K - ₹25K per month




**Location:** V3 Talentworks, Thudiyalur, Coimbatore

**Job Description:**

Source, screen, and recruit candidates for various roles in the Oil & Gas sector. Conduct interviews, coordinate with hiring managers, and maintain recruitment databases. Strong communication, sourcing, and negotiation skills required.

 pravin@v3talentworks.com

 WhatsApp: +91 97431678841

**26.Job Title:** HR Talent Management Executive (Salem)


**Company:** Reliance Jio Infocomm Ltd

**Experience:** 6 - 8 years

**Salary:** ₹6 - ₹8 LPA

**Location:** Salem

**Job Description:**

Manage post-joining employee lifecycle, induction, HR operations, PMS execution, employee engagement, and grievance resolution. Ensure compliance, facilitate IJP, and support IR team. Strong communication, problem-solving, and stakeholder management skills required. **Email:**  [Krishna8.P@ril.com](mailto:Krishna8.P@ril.com)

**27.Job Title:** Head - HR (Manufacturing Industry)

**Company:** Career Crest Consultancy

**Experience:** 10 - 15 years

**Salary:** ₹7 - ₹12 LPA

**Location:** Chennai

**Job Description:**

Lead HR functions, including talent acquisition, employee relations, performance management, compliance, training & development, compensation, and organizational development. Align HR policies with business objectives. MBA/PGDM in HR required; professional certifications preferred.

**Contact:** Loveleen Dewan – 9205596161

**28. Job Title:** Sr. Executive - Front Office (Female)

**Company:** Skillsearch Management Consultant

**Experience:** 3 - 8 years


**Salary:** ₹2 - ₹6 LPA


**Location:** Chennai

**Job Description:**

Seeking a smart female candidate to manage pantry, housekeeping, stationery, consumables, invoices, staff & client payments, audit documents, site access cards, and weekly training sessions. Strong front office and guest relations skills required.

**Contact:**

 shubhangi@Skillsearch.in

 7498184762

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

**Company:** Savista


**Experience:** Minimum 3+ years


**Location:** Chennai

**Job Description:**

Seeking a male candidate to manage daily operations, housekeeping, security, cafeteria, events, office supplies, facility maintenance, asset movement, and employee engagement activities. Proficiency in MS Excel, PowerPoint, and documentation required. Must be open to night/day shifts.

**Contact:**

 ta.chennai@savistarc.com

 8448999198

**30. Job Title:** MBA HR Fresher

**Company:** DBC Construction

**Experience:** 0 - 2 years


**Salary:** ₹2 - ₹2.75 LPA


**Location:** Chennai

**Job Description:**

Looking for an MBA HR fresher to handle recruitment and talent acquisition in the engineering & construction industry. The role involves sourcing, screening, and hiring candidates. Strong communication and interpersonal skills required.

**Contact:**

 Meenakshi – 9176277743

 Palavakkam, Thiruvanmiyur, Chennai

