

1.Job Title: Lead Recruiter (Workday)
Company: Ascensus
Location: Tamil Nadu, India (On-site)
Experience: 7+ years in Talent Acquisition (Non-IT)
Salary: Competitive, as per industry standards

Job Description:

Lead and manage end-to-end talent acquisition, implement best hiring practices, and optimize recruitment processes. Collaborate with business leaders, manage recruitment agencies, and oversee hiring reports. Strong knowledge of global hiring strategies and sourcing techniques required.


Email:  careers@ascensus.com


2.Job Title: Front Office Receptionist
Company: Yenwin Technologies Pvt Ltd
Location: Anna Nagar, Chennai, Tamil Nadu
Experience: 3 to 6 years
Salary: ₹30,000 - ₹35,000 per month

Job Description:

Manage front desk operations, welcome visitors, handle calls, schedule appointments, and perform administrative tasks. Maintain a professional reception area and ensure smooth office coordination. Proficiency in MS Office and strong communication skills in English, Tamil, Telugu, and Hindi required.

Contact:

 suvinraj@yenwintech.com


 8883658927


3.Job Title: Administration Officer
Company: Impact (OPC) Pvt Ltd
Location: Nagercoil, Tamil Nadu
Experience: Fresher / 1 year preferred
Salary: ₹15,000 - ₹25,000 per month

Job Description:

Manage office operations, maintain records, handle communication, and support HR and finance tasks. Coordinate meetings, assist with compliance, and ensure smooth administrative functions. Strong organizational skills, proficiency in MS Office, and excellent communication required.

Contact:

 hr@impactopc.com

 +91 9778232036

4.Job Title: HR Intern (Female Candidates Preferred)

Company: LeadSense Media India Pvt Ltd

Location: Anna Salai, Chennai, Tamil Nadu


Experience: Fresher


Salary: ₹2,500 per month

Job Description:

Assist in recruitment, onboarding, employee engagement, and HR operations. Maintain HR records, support performance reviews, and handle HR queries. Proficiency in MS Office and strong communication skills required. A great opportunity to gain hands-on HR experience.

Contact:

 hr@leadsensemedia.com

 94983 25088 / 90439 70288

5.Job Title: HR Executive (Recruitment)

Company: Nice Neotech Medical Systems Pvt Ltd

Location: Porur, Chennai, Tamil Nadu


Experience: 1 year in Recruitment (Preferred)

Salary: ₹14,000 - ₹17,000 per month

Job Description:

Source and screen candidates, conduct interviews, manage job postings, and coordinate recruitment processes. Assist in onboarding and collaborate with management for staffing needs. Strong communication and sourcing skills required.

Contact:

 hr@niceneotech.com

 Arockia Infencia – 8072684614

6.Job Title: Junior HR - Fresher

Company: Applogiq

Location: Tiruppur, Tamil Nadu


Experience: Fresher


Salary: As per industry standards

Job Description:

Assist in HR operations, employee engagement, and recruitment. Maintain HR records, handle confidential data, and support daily HR functions. Strong organizational, communication, and MS Office skills required. A proactive attitude and willingness to learn are essential.

Contact:

 lavanya.p@findq.in

 +91 9629667621

7.Job Title: HR Executive

Company: Adapton

Location: Sterling Road, Nungambakkam, Chennai

Experience: 1-2 years

Salary: ₹25,000 - ₹30,000 per month

Job Description:

Manage end-to-end recruitment for customer service, counter staff, telemarketing, and blue-collar roles. Source, screen, and hire top talent. Coordinate with manpower vendors, conduct interviews, and handle onboarding. Proficiency in English & Tamil required. Must have a two-wheeler for field recruitment.

Contact:

 hr1.adapton@gmail.com

 9280097946

8.Job Title: HR Executive

Company: SBSHR

Location: Salem, Tamil Nadu


Experience: 0-2 years

Salary: ₹15,000 - ₹20,000 per month

Job Description:

Manage recruitment, onboarding, employee relations, and training for healthcare staff. Ensure compliance with labor laws, oversee performance appraisals, and handle payroll & benefits. Promote a positive work environment and implement health & safety protocols. Strong communication and organizational skills required.

Contact:

 jobs@sbshr.com

 9943403721

9.Job Title: HR Executive

Company: DSM Soft (P) Ltd

Location: Tiruchirappalli, Tamil Nadu


Experience: 0-1 year (Freshers can apply)


Salary: ₹10,000 - ₹15,000 per month

Job Description:

Handle recruitment, onboarding, employee engagement, and HR operations. Maintain HR records, assist in payroll processing, and ensure compliance with company policies. Strong communication and organizational skills required. Female candidates preferred.

Contact:

 reema.m@dsmsoft.com

 9600777681

10.Job Title: HR Executive

Company: Vision India Insurance

Location: Coimbatore, Tamil Nadu


Experience: 2 years in recruitment (Age limit: Below 35)


Salary: ₹14,000 - ₹20,000 per month

Job Description:

Manage end-to-end recruitment, employee relations, and HR operations. Screen resumes, conduct interviews, and coordinate office activities. Strong communication, decision-making, and computer skills required.

Contact:

 careers@visionindiainsurance.com

 9715644555, 9698955666

11.Job Title: HR Recruiter (IT & Non-IT)

Company: Business Integra Inc

Location: Madipakkam, Chennai (On-site)

Experience: 0-4 years

Salary: As per industry standards

Job Description:

Source, screen, and recruit IT & Non-IT candidates. Post job openings, coordinate interviews, ensure a smooth hiring process, and maintain candidate databases. Strong communication and coordination skills required.

Email:  soniya.s@biitservices.com

12.Job Title: HR Recruiter

Company: Balu Iron and Steels Company India Pvt Ltd

Location: RS Puram, Coimbatore, Tamil Nadu

Experience: Minimum 6 months in recruitment

Salary: ₹14,000 - ₹22,000 per month

Job Description:

Source, screen, and recruit candidates using job portals. Conduct interviews, coordinate with hiring managers, negotiate job offers, and maintain recruitment records. Strong communication, negotiation, and MS Office skills required.

Email:  hrhead@biscosteels.com

13.Job Title: HR Business Partner (HRBP)

Company: The Hire Wings

Location: T Nagar, Chennai, Tamil Nadu


Experience: 1 to 3 years (Banking industry preferred)


Salary: ₹15,000 - ₹25,000 per month

Job Description:

Handle employee relations, talent acquisition, onboarding, performance management, HR policies, compliance, compensation support, and HR analytics. Strong HRIS and engagement skills required.

Contact:

 sireesha.r@thehirewings.com

 9346429928

14.Job Title: HR Executive

Company: Bawa Medical Mart

Location: Tiruppur, Tamil Nadu

Experience: 5 years (HR)


Salary: ₹15,000 - ₹18,000 per month

Job Description:

Manage end-to-end recruitment, onboarding, and offboarding. Foster employee engagement, implement performance reviews, and support L&D programs. Handle payroll, benefits, and compliance with labor laws. Address grievances and ensure a positive work environment.

Contact:

 hr@bawamedicalmart.com

 78458 17034

15.Job Title: Assistant Manager - HRBP

Company: AGS Health

Location: Chennai (On-site)
Experience: 4+ years in HRBP
Salary: ₹6-10 LPA

Job Description:

Align HR strategies with business goals, manage change initiatives, and drive employee engagement. Utilize HR analytics for data-driven decisions. Oversee compensation, benefits, training, and development. Foster a positive workplace culture. Strong HR knowledge, problem-solving, and communication skills required.

Email:  anand.rawal@agshealth.com

16. Job Title: Industrial Relations Manager

Company: Umind Consulting

Location: Chennai

Experience: 6-11 years

Salary: ₹10-15 LPA

Job Description:

Manage labor relations, employee engagement, and compliance with labor laws. Handle grievance resolution, negotiations, and union relations. Ensure adherence to labor policies and foster a positive work environment. Strong communication and problem-solving skills required.

Contact: 9388385104

17. Job Title: Lead - HR Employee Experience

Company: Sutherland

Location: Chennai, Kochi

Experience: 3-8 years

Job Description:

Drive employee experience for the 0-90 day tenure. Enhance onboarding, engagement, and retention programs. Collaborate with Talent Acquisition to ensure role clarity. Conduct pre-hire orientations and analyze exit interviews for proactive solutions. Leverage data and EX tools to improve employee journey. Strong communication, project management, and HR expertise required.

Email:  sweta.singh@sutherlandglobal.com

18. Job Title: HR Manager (Immediate Joiner)

Company: Provision Consulting

Location: Chennai (Egmore)

Experience: 5-10 years

Salary: ₹3.75-7.5 LPA

Job Description:

Hiring for a lighting company. Strong experience in HR and Executive Assistance (EA) required. Must have excellent communication skills, with Hindi as a mandatory language. Immediate joiners preferred. Smart and proactive candidates with HR expertise encouraged to apply.

Email:  sarika.vasdev@provisionconsulting.in

19. Job Title: HR Manager – Construction Industry (Immediate Joiners)

Company: Leading Construction Company (Posted by Sanvi Business Solutions)

Location: Nungambakkam, Chennai

Experience: 15-20 years

Salary: ₹6-8 LPA

Job Description:

Seeking an experienced HR Manager with expertise in talent attraction, hiring, training & development, employee engagement, and performance management. Strong experience in handling recruitment vendors preferred. Candidates from the construction sector and immediate joiners are highly desirable.

Contact: 9176033506 / 9791033506

20. Job Title: HR Operations

Company: Kauvery Hospital Chennai – Vadapalani

Location: Vadapalani, Chennai

Experience: 2-6 years

Salary: ₹3-5 LPA

Job Description:

Seeking an HR Operations professional to manage end-to-end recruitment, coordinate with hiring managers, conduct interviews & assessments, and ensure seamless onboarding. Must maintain accurate records and collaborate with other departments for smooth HR processes.

📍 **Walk-in:** 11th-20th Feb, 9:30 AM - 5:30 PM Kauvery Hospital Chennai – Vadapalani
23/1, Arcot Rd, Vadapalani, Chennai, Tamil Nadu 600026

Contact: Evangeline Mary – 7358105190



21. Job Title: IT Recruiter

Company: Istar Business Solutions

Location: Chennai
Experience: 0-1 year

Job Description:

We are hiring IT Recruiters (Freshers Welcome) to handle sourcing, screening, and shortlisting IT candidates. Strong communication skills are required. Join a dynamic team with growth opportunities. Performance-based incentives

 **Contact:** Jensy – 8754223691
 **Email:** jensyprisynesy2@gmail.com

22.Job Title: Technical Recruiter
Company: GAC Global IT Services
Location: Chennai, Mumbai
Experience: 5-9 years
Salary: ₹5-11 LPA

Job Description:

We are urgently hiring Technical Recruiters to work from client offices in Chennai and Mumbai. Candidates should have strong IT recruitment experience, preferably in data centers, and be well-versed in the latest technologies. Excellent communication skills are required.

 **Email:** naveen@gacsol.com

23.Job Title: US IT Recruiter
Company: Vagus Technologies
Location: Tiruchirapalli/Trichy
Experience: 0-5 years

Job Description:

We are hiring US IT Recruiters with strong English communication skills. Candidates must have completed a technical degree. Both freshers and experienced professionals (minimum 1 year) are encouraged to apply. This is a work-from-office role.

 **Email:** ssamy@vagustech.com

24.Job Title: HR Executive - Payroll
Company: Bahwan CyberTek (BCT Consulting)
Location: Thoraipakkam, Chennai
Experience: 2-4 years
Salary: Best in the industry

Job Description:

We are hiring an HR Executive - Payroll with experience in payroll management, timesheet management, Excel, and any ATS. Candidates must have 2+ years of experience and be available to join within 15 days. Face-to-face interviews are mandatory.

 **Email:** syed.s@bct-consulting.com

25.Job Title: Human Resource Executive

Company: Creditmantri Finservice

Location: Chennai

Experience: 1-3 years

Job Description:

We are hiring an HR Recruiter - Executive with 1-3 years of experience in bulk hiring. Responsibilities include end-to-end recruitment, sourcing, screening, interview coordination, and database management. Strong communication, multitasking, and time management skills are required.

Walkin: 12th February - 18th February , 9.30 AM - 5.30 PM

Lower Ground Floor, Spencer Plaza Mall, Unit No: B2, No. 769, Phase-1, Anna Salai, Chennai, Tamil Nadu 600002

 **Venue:** Spencer Plaza Mall, Anna Salai, Chennai

 **Contact:** Afreen – 9080068242

26.Job Title: Administration Executive

Company: Athulya Assisted Living


Location: Chennai (Ashok Nagar, Tambaram West, Velachery, Koyambedu, Porur)

Experience: 2-4 years (Male candidates preferred)

Salary: 3-4 LPA

Job Description:

We are hiring an Administration Executive to manage office operations, phone calls, emails, billing, recordkeeping, housekeeping supervision, and vendor coordination. Strong communication, numerical, and multitasking skills required.

 **Venue:** 11th February - 13th February , 9.30 AM - 5.00 PM No. 40, North Phase, 5th Cross St, Ekkatuthangal, Chennai

 **Contact:** Saroja – 7358107625

27.Job Title: Office Coordinator / Admin

Company: Syncfusion Software Pvt. Ltd.

Location: Chennai
Experience: 0 - 1 year
Salary: Best in Industry

Job Description:

We are hiring Office Coordinators/Admins to handle general office maintenance, employee records, asset management, inventory, and customer support coordination. Candidates must have a **BBA/MBA (HR)** degree (2021-2024 graduates) with **60%+ in academics**, MS Office proficiency, and good communication skills.

 **Email:** recruitment.chn@syncfusion.com

28.Job Title: Executive Assistant (EA) & HR Assistant
Company: Provision Consulting
Location: Egmore, Chennai
Experience: 2 - 6 years
Salary: Best in Industry

Job Description:


We are hiring an **Executive Assistant & HR Assistant** for a **Lighting Company**. Candidates must have **3+ years of experience** in EA & Admin roles with **strong communication skills**. Immediate joiners preferred.

 **Email:** sarika.vasdev@provisionconsulting.in

29.Job Title: HR Executive & Recruiter
Company: Synmac Consultants
Location: Chennai (Kodambakkam), New Delhi (Laxmi Nagar), Delhi/NCR
Experience: 0 - 2 years
Salary: ₹1 - 2 LPA

Job Description:

Responsible for sourcing, screening, and closing open positions within deadlines. Conduct interviews, background checks, and ensure smooth onboarding. Handle payroll activities, ESI, PF, and labor-related issues. Strong communication, process-oriented thinking, and integrity required.

 **Contact:** 7448826888 (WhatsApp for immediate response)

30.Job Title: Administration Executive/ Receptionist (Female Only)

Company: Shiftco Shipping & Logistics India


Location: T. Nagar, Chennai, Tamil Nadu

Experience: 0 - 2 years

Job Description:

Manage front office operations, handle calls, emails, and visitors professionally. Maintain records, assist HR in recruitment and onboarding, and support administrative tasks.

Proficiency in MS Office and excellent communication skills required.

 **Contact:** 8939895036

