



1.HR Recruiter – Company: JAYSKAY Technology Services

 **Location:** Madurai |  **Experience:** 1-3 Years

 **Salary:** ₹1,20,000 - ₹2,40,000 per year |  **Mode:** On-site, Full-time

Responsibilities:

- Handle end-to-end recruitment, including sourcing, screening, and interviewing candidates.
- Coordinate with hiring managers for job requirements.
- Maintain candidate databases and ATS.



Requirements:

- MBA/MSW/Any Degree
- Strong communication & interpersonal skills
- Recruitment & HR knowledge

 **Apply:** info@jayskaytech.com

2.HR Recruiter – Company: RIAMIN InfoTech Private Limited

 **Location:** Chennai |  **Experience:** 0-1 Year

 **Salary:** ₹8,000 - ₹10,000 per month |  **Mode:** On-site, Full-time

Responsibilities:



- Source, screen, and interview candidates.
- Manage recruitment databases and schedule interviews.
- Ensure smooth candidate communication and documentation.

Requirements:

- Strong sourcing & screening skills.
- Good communication & attention to detail.

 **Apply:** hiresmfg@gmail.com |  **Contact:** Gnaneshwari VR – 7550175385

3. HR Manager – Company: Dyrocon Airtech Pvt Ltd

 **Location:** Alwarpet & Sriperumbudur, Chennai |  **Experience:** 3-7 Years


 **Salary:** ₹4,00,000 - ₹5,00,000 per year |  **Mode:** On-site, Full-time

Responsibilities:



- Manage HR operations, statutory compliance, and factory license renewal.
- Oversee payroll, attendance, and performance management.
- Ensure legal compliance, health, and safety initiatives.


Requirements:

- MBA with HR experience in the factory industry.
- Strong knowledge of compliance & labor laws.

 **Contact:** +91 9841574747

4.HR Intern – Recruitment | Company: RAAD7 Informatics

 **Location:** Chennai (On-site) |  **Experience:** 0-6 months

 **Stipend:** Attractive |  **Mode:** Full-time

Responsibilities:



- Assist in recruitment, job postings, and resume screening.
- Conduct initial interviews and coordinate with hiring managers.
- Maintain recruitment records and support HR tasks.

Requirements:

- Pursuing/completed a degree in HR or related field.
- Strong communication & organizational skills.

 **Apply:** celciya@raad7.com |  **Contact:** 6382709156

5.Human Resources Intern | Company: Windzard Technologies

 **Location:** Ambattur/Avadi, Chennai (On-site) |  **Experience:** 0-1 year



 **Stipend:** ₹4,000 - ₹6,000/month + Incentives (Avg. ₹10,000)

Responsibilities:

- Assist in recruitment, onboarding, and HR activities.
- Screen candidates, conduct interviews, and coordinate assessments.
- Handle salary negotiations and employee relations.


Requirements:

- Strong communication, organizational skills & attention to detail.

 **Apply:** info@windzardtechnologies.com |  **Contact:** +91 7200956261

6. Human Resources Coordinator | Company: Micro Genomics India (Pvt) Ltd

 **Location:** Chennai (On-site) |  **Experience:** 1+ year

 **Salary:** As per industry standards

Responsibilities:

- Assist in recruitment, screening & onboarding.
- Handle performance reviews, background checks & HR documentation.
- Maintain records & support HR operations.


Requirements:

- Bachelor's in HR with strong communication & organizational skills.
- Proficiency in MS Office & ability to work in a fast-paced environment.

 **Apply:** hr@credencegenomics.com

7. Manager – Administration | Company: IBAY CONSULTING

 **Location:** Salem, Tamil Nadu |  **Experience:** 10+ years

 **Salary:** ₹25,000 - ₹60,000 per month

Responsibilities:

- Oversee end-to-end general administration in a manufacturing unit.
- Manage operations, facility management & compliance.
- Ensure smooth day-to-day administrative functions.


Requirements:

- Graduate with 10+ years of experience in administration.
- Experience in manufacturing or large organizations preferred.
- Ex-servicemen (45 years or below) can apply.

 **Apply:** info@ibayconsulting.com

8. Admin Manager | Company: Cipaca Healthcare

 **Location:** ECR, Chennai, Tamil Nadu |  **Experience:** 6+ years (Healthcare preferred)

 **Salary:** ₹4,20,000 - ₹6,00,000 per year (Negotiable)

Responsibilities:

- Team building & workforce management.
- Budget planning & cost control.
- Ensure high-quality patient care.
- SOP development & execution.

- Customer satisfaction & business growth.
- Regular unit visits & organizational culture development.

✉ **Apply:** hr@cipaca.com

☎ **Contact:** +91 7010990164

9. Office Administrator | Company: Arumugam and Co

📍 **Location:** Wall Tax Road, Chennai, Tamil Nadu

🕒 **Experience:** 3+ years

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

Requirements:

- **Qualification:** Any Bachelor's degree
- Proficiency in **Microsoft Office, Excel & Tally**
- Strong **English communication skills (written & oral)**
- Experience in **mailing correspondence**

Benefits: 📱 Cell phone reimbursement | 🏥 Health insurance

✉ **Apply:** venkat@arumugamandco.com

☎ **Contact:** 9840191098

10. Admin Executive Trainee | Simply FRENCH

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

🕒 **Experience:** Freshers welcome

💰 **Salary:** ₹13,000 - ₹15,000 per month

Key Responsibilities:

- Support **Office Coordinator**
- **Client interaction** via email & calls
- **Data entry & social media handling**
- **Scheduling & monitoring online classrooms**
- **Creating product awareness**


Eligibility: 📄 Proficiency in **English & Office tools**, good **communication skills**


Benefits: 🗓️ Leave encashment | 🏥 Paid sick time

✉ **Apply:** contactsimplyfrench@gmail.com

11. Office Administrator | PR Academy

 **Location:** Coimbatore, Gandhipuram, Ramnagar, Tamil Nadu


 **Experience:** 1 year (Preferred)


 **Salary:** ₹8,086 - ₹15,000 per month

Key Responsibilities:


- Manage **office administration & accounts**
- Handle **calls, emails, and correspondence**
- Maintain **social media presence**
- Proficient in **MS Office (Word, PowerPoint, Excel)**
- Strong **communication & organizational skills**

Work Hours: 9:30 AM - 5:30 PM


 **Apply:** info@pracademy.in

 **Contact:** 9788871555

12. Office Assistant | Company: Maharath Holdings Private Limited

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

 **Experience:** 1 to 2 years

 **Salary:** ₹12,000 - ₹15,000 per month

Key Responsibilities:

- Manage **office supplies & vendor coordination**
- Handle **filing, data entry & document preparation**
- Answer **calls & inquiries**
- Support **scheduling & travel arrangements**
- Manage **mail, packages & courier services**


Requirements:


- **12th Pass / Bachelor's Degree**
- **MS Office proficiency**


 **Apply:** harish@maharath.com

 **Contact:** 8072823280

13. Hospital Admin Manager | Dr Ahameds Apple LLP

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

 **Experience:** 2+ years in hospital administration

 **Salary:** ₹15,000 - ₹30,000 per month

Key Responsibilities:

- Oversee **hospital operations & resource management**
- Ensure **patient care quality & regulatory compliance**
- Manage **budgeting, cost control & financial planning**
- Lead **HR functions, recruitment & training**
- Enhance **patient satisfaction & risk management**

✉ **Apply:** contact@drapplehospital.com

☎ **Contact:** 63697 35078

14.HR Recruiter | Company: Akhira Services Pvt Ltd

📍 **Location:** Saravanampatti, Coimbatore, Tamil Nadu

🕒 **Experience:** 0-1 year (Freshers can apply)

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

Key Responsibilities:

- Manage **end-to-end recruitment process**
- Screen resumes & schedule interviews
- Handle **onboarding & employee lifecycle**
- Ensure **compliance with HR policies**
- Maintain **employee records & payroll processing**

✉ **Apply:** hr@akhiraservices.com

☎ **Contact:** +91 8248292639

15.HR Executive | Company: Holiday Residency

📍 **Location:** Saravanampatti, Coimbatore, Tamil Nadu

🕒 **Experience:** 2+ years (Hotel industry preferred)

💰 **Salary:** ₹16,000 - ₹18,000 per month

Key Responsibilities:


- **Recruitment & selection** of employees
- Handle **employee relations & grievances**
- Coordinate **training & development** programs
- **Performance management** & feedback sessions
- Maintain **HR records & compliance**

✉ **Apply:** hr@holidayresidency.com


☎ **Contact:** 9150027910 (WhatsApp)

🚶 **Walk-in:** Holiday Residency, Saravanampatti, Coimbatore

16.HR Executive | Company: Vaanam Furnishings Pvt Ltd


 **Location:** Gandhipuram, Coimbatore, Tamil Nadu


 **Experience:** 2+ years in HR Generalist role

 **Salary:** ₹18,000 - ₹25,000 per month


Key Responsibilities:


- **Payroll & compliance** (PF, ESI)
- **Attendance & leave management**
- **Recruitment & onboarding**
- **Employee relations & engagement**
- **Performance management & HR documentation**


 **Apply:** retailhr@vaanamfurnishings.com

 **Contact:** +91 9280084948

17. HR Executive - Walk-In | Company: Xindo Window Pvt Ltd


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


 **Experience:** 2-4 years in HR, 1-2 years in non-IT recruitment

 **Salary:** ₹2,80,000 - ₹4,50,000 per year

Key Responsibilities:


- **Recruitment & hiring** (preferably non-IT)
- **HR operations & compliance**
- **Employee engagement & relations**

 **Apply:** hr@xindowindow.com


 **Contact:** 9342 912 448

 **Walk-in Venue:** Xindo Window Pvt Ltd, CIT Nagar, Chennai

18.Admin Executive | Company: YK HR SERVICES


 **Location:** Ramanathapuram, Coimbatore, Tamil Nadu


 **Experience:** 0-1 year (Freshers can apply)

 **Salary:** ₹10,000 - ₹12,000 per month

Key Responsibilities:

- **Office administration & documentation**
- **Handling calls & emails**
- **Assisting in daily operations**


 **Apply:** hr@ykhrrservices.com

 **Contact:** 8072331760

19.HR Manager – Dairy Industry | Company: Spotless Incorp

 **Location:** Erode, Tamil Nadu

 **Experience:** 15+ years

 **Salary:** ₹60,000 - ₹80,000 per month


Key Responsibilities:

- Workforce management & recruitment
- Liaison with staff & compliance handling
- Performance management & training


 **Apply:** hr@spotlessincorp.com

 **Contact:** 9894422287

20.HR Recruiter | Company: Industrial Engineering Consortium


 **Location:** Erode, Tamil Nadu


 **Experience:** 0-2 years

 **Salary:** ₹13,000 - ₹20,000 per month


Key Responsibilities:


- End-to-end recruitment process
- Preparing job descriptions & advertising vacancies
- Managing onboarding & employment procedures

 **Apply:** hr@iecon.in


 **Contact:** 96002 22295

21.HR Manager | Company: Sarvesh Citroen

 **Location:** Vellore, Tamil Nadu

 **Experience:** 5-10 years (Automobile/Any Industry)


 **Qualification:** MBA or Equivalent

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





Key Responsibilities:

- Recruitment, screening & shortlisting candidates
- Managing HR policies & statutory compliance (ESI & EPF)

- Training & development programs
- Payroll processing & attendance management


 **Contact:** 7305858111

22.HR Executive | Company: Knobs Shop





-  **Location:** RS Puram, Coimbatore, Tamil Nadu
-  **Experience:** 1+ year in HR/Recruitment
-  **Qualification:** Bachelor's/Master's in HR or related field
-  **Salary:** ₹10,000 - ₹18,000 per month

Key Responsibilities:

- Develop & implement recruitment strategies
- Source, screen & interview candidates
- Manage ATS & candidate databases
- Post job ads & coordinate hiring processes
- Handle employee records & communication


 **Contact:** 7092466614


23.HR Recruiter | Company: ACIDUS MANAGEMENT SOLUTIONS PVT LTD

-  **Location:** Coimbatore, Tamil Nadu
-  **Experience:** 1-2 years in HR Recruitment
-  **Eligibility:** Female candidates only
-  **Salary:** ₹15,000 - ₹20,000 per month

Key Responsibilities:

- Handle end-to-end recruitment process
- Source, screen & shortlist candidates
- Coordinate interviews & follow-ups
- Maintain recruitment records & databases


 **Contact:** 9944490718

 **Immediate joiners preferred**

24.HR Executive (Female) | Company: SpaceDraft India Pvt Ltd


 **Location:** Valasaravakkam, Chennai, Tamil Nadu

 **Experience:** 1-2 years in HR Recruitment


 **Salary:** As per industry standards

Key Responsibilities:

- End-to-end recruitment, sourcing & screening
- Schedule interviews & manage candidate communication
- Handle onboarding, documentation & HR records
- Assist in payroll & employee engagement activities


 **Apply:** spacedrafthr@gmail.com


 **Immediate joiners preferred**

 **Benefits:** Food provided, PF, Leave encashment

25.HR Recruiter (Freshers) | Company: HireWorks Recruitment Consultants

 **Location:** Arumbakkam, Chennai, Tamil Nadu

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

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


Key Responsibilities:

- Source candidates via job portals & social media
- Manage end-to-end recruitment process
- Advertise job openings & handle candidate engagement
- Coordinate interviews & provide feedback

 **Contact:** Neela HR – 9710978089

 **Immediate joiners preferred | WFO Only**

26.Junior HR Executive | Company: DSM Soft


 **Location:** Tiruchirapalli, Tamil Nadu

 **Experience:** 0-2 years

Key Responsibilities:


- Assist in sourcing, screening & shortlisting candidates
- Schedule interviews & coordinate with hiring managers
- Handle onboarding formalities & document verification
- Support employee engagement & HR operations
- Maintain employee records & HR databases

 **Apply:** reema.m@dsmsoft.com


 **Contact:** 9600777681

 **Women candidates preferred | Immediate joiners welcome**

27.Senior / Lead - US IT Recruiter | Company: Tasa Consulting & IT Services


 **Location:** Tiruchirapalli, Tamil Nadu


 **Experience:** 1-9 years

 **Salary:** ₹3-8 LPA

Key Responsibilities:

- Analyze client IT requirements & manage recruitment lifecycle
- Guide candidate sourcing, screening & interview coordination
- Lead & mentor the recruitment team
- Manage salary negotiations & client engagement

 **Contact:** J Kathirvelu - 6380466499

 **Perks:** Quarterly appraisal (₹2K-₹6K)

28.Head - Talent Acquisition | Company: Amogha HR & Management Services

 **Location:** Chennai (Pan-India)

 **Experience:** 12-20 years

 **Salary:** Best in Industry + Performance Incentives

Key Responsibilities:

- Drive pan-India recruitment operations for manufacturing hiring solutions
- Ensure business growth, operational efficiency & recruiter performance
- Implement recruitment technology & ensure compliance

 **Apply:** hrmsamogha@gmail.com

 **Perks:** Industry-best CTC + Incentives & Allowances

29.Talent Acquisition Specialist | Company: CES LTD

 **Location:** Chennai (Navalur)


 **Experience:** 5-10 years


Key Responsibilities:

- Source and recruit IT professionals across various domains
- Assess candidates' technical skills & collaborate with hiring managers


- Utilize hiring analytics & employer branding strategies
- Stay updated on industry trends & emerging technologies

 **Work Timings:** 11 AM - 8 PM

 **Apply:** ramyasree.umasankar@cesltd.com

 **Join within 15 days?** Share your resume today!

30.General Manager - Staffing | Company: Amogha HR And Management Services

 **Location:** Chennai (Travel Required)

 **Experience:** 10+ years


 **Salary:** Best in Industry

Key Responsibilities:


- Manage sourcing, deployment, and retention of contract workforce
- Coordinate with client HR teams & oversee sourcing operations
- Drive business growth & ensure compliance with regulations
- Proficiency in multiple languages, Hindi preferred

 **Apply:** hrrmsamogha@gmail.com

31.Recruiter | Company: GSN Consulting


 **Location:** Chennai - Kilpauk Garden

 **Experience:** 1 - 5 years


 **Salary:** 2-3 LPA


Key Responsibilities:


- Source & recruit candidates for MNC clients across India & abroad
- Utilize job portals, social media & headhunting techniques
- No BPO, no night shifts, no graduation or age constraints
- Training provided for career growth in HR recruitment

 **Contact:** 9840068070 / 9840035825 / 9840053305

32.HR Recruiter (IT & Non-IT) | Company: Golden Opportunities Pvt Ltd

 **Location:** Anna Nagar, Chennai


 **Experience:** 6 months - 3 years

 **Salary:** 2 - 4.5 LPA

Key Responsibilities:

- Source, screen & recruit candidates for IT & non-IT roles
- Collaborate with hiring managers & manage end-to-end recruitment
- Utilize ATS & recruitment platforms for talent acquisition
- Build a strong candidate pipeline

 **Monday - Friday (Sat & Sun off)**


 **Contact:** Prashanth @ 9360810536 (9:30 AM - 6 PM)

33.Team Lead/ Asst. Manager / Manager - NON-IT Recruitments

 **Company:** AV Global Advisory Services


 **Location:** Avadi, Chennai

 **Experience:** 4 - 6 years

 **Salary:** 2 - 4 LPA

Key Responsibilities:

- Manage end-to-end recruitment for BFSI, Non-IT & Manufacturing domains
- Source, screen & hire top talent for clients
- Handle client interactions & ensure smooth hiring processes

 **Apply:** anandhi@avglobaladvisory.com


 **Work from Office | Immediate Joiners Preferred!**

34.Front Office Administrator

 **Company:** Aetram Group of Companies

 **Location:** Chennai


 **Experience:** 0 - 3 years

 **Salary:** 2 - 2.5 LPA

 **Women Candidates Preferred**

Key Responsibilities:


- Manage front desk operations & greet visitors
- Handle calls, emails & office correspondence
- Maintain office supplies & records
- Assist in admin tasks & scheduling

 **Apply:** jobs@aetramgroup.com

 **Immediate Joiners Preferred!**

35. Talent Acquisition Consultant


 **Company:** Tata Communications (TCTS)


 **Location:** Chennai, Ambattur (Hybrid)

 **Experience:** 3 - 7 years

Key Responsibilities:

- Manage end-to-end recruitment lifecycle
- Coordinate with HR partners & hiring managers
- Publish hiring reports & track recruitment metrics
- Handle complex hiring challenges independently

 **Walk-in:** 17th Feb, 10:30 AM - 12:00 PM Tata Communications Transformation Services Ltd, 8th floor, Karuna Conquest IT park, No 7, MTH road, Ambattur industrial estate, Chennai 600058 Tamil Nadu


 **Contact:** Ragassiya Rajkumar Menon - +91 9791098834

36. Human Resource Recruiter

 **Company:** Enlist Management Consultants

 **Location:** Chennai (Ramapuram)

 **Experience:** 1 - 5 years

 **Salary:** ₹1 - 2.5 LPA


Key Responsibilities:

- Understand hiring requirements of managers
- Source candidates via job portals & social media
- Screen resumes & schedule interviews
- Coordinate with hiring managers & negotiate offers

 **Contact:** Meenakshi – 7397761097

37. Administrative and Recruitment Assistant

 **Company:** Sinmec Engineering Services India Pvt Ltd


 **Experience:** 1 - 3 years

Key Responsibilities:

- Manage daily administrative tasks & engineering documents
- Handle purchase orders & maintain records
- Source, screen & interview candidates
- Coordinate recruitment & maintain applicant databas

 **Location:** Tidel Park, No.4, Rajiv Gandhi Salai, Tharamani, Chennai – 600113
 **Contact:** 7667662160

38. Front Desk Executive




 **Company:** Violin Technologies
 **Location:** Mahindra World City, Chengalpattu
 **Experience:** 0 - 3 years

Key Responsibilities:

- Greet visitors and manage front desk operations
- Answer and forward phone calls professionally
- Handle mail distribution and courier services
- Assist with scheduling and administrative tasks

 **Apply:** hrrecruiter@violintec.com

39. Talent Acquisition Specialist

 **Company:** SRM Group
 **Location:** Chennai
 **Experience:** 5 - 10 years

Key Responsibilities:





- Hire and manage recruitment for hospitality (blue-collar) roles
- Post job vacancies and screen candidates
- Conduct interviews and oversee competency-based assessments
- Prepare job descriptions and recruitment reports

 **Walk-in:** SIMS Hospital, B Block, 4th Floor, Vadapalani, Chennai

 **Date:** 14th - 15th Feb 2025, 10:30 AM

 **Contact:** Ananth S – 7824883135

40. HR (Recruitment & Employee Relations) Internship

 **Company:** ICCS BPO
 **Location:** Sholinganallur, Chennai
 **Experience:** 0 - 1 year
 **Salary:** ₹50,000 - ₹80,000 P.A.

Key Responsibilities:

- Assist in recruitment and employee relations activities
- Screen resumes and coordinate interviews
- Support HR management tasks
- Maintain employee records and documentation

 **Walk-in:** ICCS BPO, Tekmeadows, Tower C, 3rd Floor, Sholinganallur, Chennai

 **Date:** 14th - 15th Feb, 11 AM - 4 PM

 **Contact:** Balakrishnan – 9037097978

