

1.HR Manager – Nungambakkam (Immediate Joiners)

Company: Sanvi Engineering And Business Consulting Solutions

Location: Nungambakkam, Chennai

Experience: Minimum 5+ years in HR (Construction industry preferred)

Salary: ₹60K - ₹70K/month

Job Type: Full-time, On-site

Responsibilities:

- Develop and implement HR strategies aligned with business goals
- Oversee recruitment, onboarding, and employee relations
- Manage performance appraisals and compliance
- Handle compensation, benefits, and HR analytics

Contact: 9176033506 / 9791033506

Email: hr@sanviengineering.com

2.HR Manager – Chennai (Full-Time, On-Site)

Company: 60/40 Interior Studio

Location: Chennai

Experience: 5+ years in HR (Creative industry preferred)

Responsibilities:

- Develop and implement HR strategies, policies & recruitment plans
- Manage employee relations, payroll, and compliance
- Oversee performance management & training programs
- Foster a positive company culture and employer brand

Email: kalaiko@6040interiostudio.com

3.General Manager – HR (Full-Time)

Company: High-Precision Components Company

Location: Oragadam, Chennai

Experience: 15–20 years in HR (Manufacturing/Engineering)

Responsibilities:

- Develop & implement HR strategies aligned with business goals
- Drive talent acquisition, learning, and performance management
- Ensure compliance, industrial relations & employee engagement
- Lead culture transformation & change management

Email: recruiter@nextuphr.com

4.HR & Admin Officer (Male) – Full-Time, Permanent

Company: Indus Management Services

Location: Doddaballapur Industrial Area, Bengaluru

Experience: Minimum 5 years in end-to-end HR, labor laws & IR activities

Salary: ₹40,000 - ₹50,000 per month

Benefits: Health Insurance, Provident Fund

Responsibilities:

- Manage HR operations, compliance & employee relations
- Oversee recruitment, payroll & labor laws compliance
- Handle industrial relations & administrative tasks

Email: ranganath@consultindus.com | **Contact:** 7892798489

5.Receptionist/Administrative Assistant – Full-Time/Part-Time, Permanent, Fresher

Company: Truematics Study Abroad

Location: Nungambakkam, Chennai

Experience: Freshers/Experienced candidates welcome

Salary: From ₹10,000 per month

Responsibilities:

- Handle front desk operations & administrative tasks
- Answer phone calls & welcome visitors
- Maintain records & support office operations

Preferred: Female candidates near Nungambakkam

Work Timings: Mon-Sat, 10 AM - 6 PM

Contact: Rashika – 9962256534 | Email: info@truematics.com

6.Admin Executive – Full-Time

Company: Abhi Vairavans Plumbing Co

Location: Kodambakkam, Chennai

Experience: 1 to 5 years

Salary: ₹15,000 - ₹20,000 per month

Responsibilities:

- Handle internal & external correspondence
- Manage schedules, meetings & office supplies
- Follow up on payments & client tasks
- Maintain office filing & administrative support

Skills: MS Office, Communication, Time Management

Contact: HR – 7305028174 | Email: hr@abhivairavans.com

Interview Location: Trustpuram, Kodambakkam, Chennai

7.Admin Officer – Full-Time, Permanent

Company: Stanley Developers

Location: Chennai, Tamil Nadu

Experience: Minimum 2 years

Salary: From ₹20,000 per month

Responsibilities:

- Vendor & labor management
- Handle administrative & operational tasks
- Manage GST, Tally & MS Office
- Negotiate contracts & ensure smooth office operations

Requirements:

- Bachelor's degree
- Two-wheeler mandatory
- Strong communication & negotiation skills

Contact: 9344895238 | Email: stanleydevelopers@gmail.com

8.Administrative Officer – Full-Time

Company: Amrita Vidyalayam

Location: Kalapatti, Coimbatore, Tamil Nadu

Experience: Minimum 2 years

Salary: Competitive, based on experience

Responsibilities:

- Oversee school administration, admissions & staff coordination
- Maintain student & staff records, ensure regulatory compliance
- Handle communications with parents & authorities
- Manage logistics, transport & infrastructure

Requirements:

- Bachelor's degree in Business Administration/Education
- Proficiency in MS Office & school management software

Email: advtavro@tn.amritavidyalayam.edu.in

9.HR Executive (Recruiter) – Full-Time

Company: Client of HR4NATION

Location: Gowrivakkam, Chennai (Near Selaiyur)

Experience: 2 to 4 years

Salary: ₹20,000 - ₹25,000 per month

Responsibilities:

- Recruit engineers, technical & support staff
- Collaborate with project managers for hiring needs
- Utilize job portals & LinkedIn for sourcing candidates
- Handle generalist HR tasks as needed

Requirements:

- Proficiency in LinkedIn recruiter & job portals
- Fluent in English, Tamil & Hindi
- Immediate joiners preferred

Contact: 9381003750 | hr4nation@gmail.com

10.Senior HR Manager – Full-Time

Company: Sathyam Bio (P) Ltd.

Location: Madurai, Tamil Nadu

Experience: 13+ years in HR (Recruitment & Payroll)

Salary: ₹30,000 - ₹35,000 per month

Responsibilities:

- Oversee recruitment, payroll, and compliance
- Manage employee relations and performance
- Handle compensation, benefits & training
- Develop HR strategies & ensure legal compliance
- Foster employee engagement & company culture

Benefits: Health Insurance, Provident Fund

Contact: 7339216161

11.HR Generalist (Female) – Full-Time

Company: ST COURIER

Location: Pallavaram, Chennai, Tamil Nadu

Experience: 1 - 4 years

Salary: ₹15,000 - ₹21,000 per month

Responsibilities:

- Manage HR generalist & admin activities
- Handle biometric & access card processes
- Employee relations & engagement
- Payroll management for 100-200 employees
- Manage PF, ESI, PT & statutory compliance

Benefits: Provident Fund, Yearly Bonus

Contact: Mohana – 9940611849

12.HR Recruiter (Hospital) – Full-Time

Company: Dr. Aravind's IVF Fertility & Pregnancy Centre

Location: Vellore, Tamil Nadu

Experience: 6 months - 1 year

Salary: ₹12,000 - ₹16,000 per month

Responsibilities:

- Develop & implement recruitment strategies
- Source & screen candidates via job portals
- Manage end-to-end talent acquisition
- Prepare & update job descriptions
- Oversee employee onboarding & integration
- Generate MIS reports for recruitment tracking

Contact: 8925929411

13.HR Administrator – Full-Time

Company: Dr. Aravind's IVF Fertility & Pregnancy Centre

Location: Guindy, Chennai, Tamil Nadu

Experience: 1-3 years

Salary: ₹18,000 - ₹25,000 per month

Responsibilities:

- Maintain & update employee records
- Process HR documents & ensure compliance
- Assist in recruitment & onboarding
- Handle payroll, benefits, and HR queries
- Ensure adherence to labor laws & company policies

Preferred: Female candidates

Contact: 8925929411

14.HR Business Partner – Full-Time

Company: Pepup HR

Location: Chennai, Tamil Nadu (Initial 2 months in Patna)

Experience: 1-4 years (HRBP role)

Salary: Up to ₹15 LPA

Responsibilities:

- Develop & implement HR strategies
- Manage employee lifecycle & engagement
- Oversee performance management & compliance
- Provide workforce planning insights

Requirements:

- Bachelor's/Master's in HR or related field
- Strong communication in English & Hindi; Tamil preferred
- Immediate joiners with own laptop

Email: shubham@pepuphr.com

15.Assistant Manager – Organisation Culture

Company: GT Bharathi Urban Developers

Location: Chennai

Experience: 3-8 years

Salary: ₹2.5-5.5 LPA

Responsibilities:

- Drive goal setting & performance management
- Automate & link performance appraisal with increments
- Implement learning initiatives & HR strategies
- Promote a great workplace culture across units

Requirements:

- Any graduate with relevant experience
- Preferred age: Below 35 years

Email: requirement@gtgroup.in

16.HR Recruiter – Walk-in Drive

Company: Six Sigma Soft Solutions

Location: Nungambakkam, Chennai


Experience: 1-2 years


Salary: ₹1.75-2.5 LPA

Responsibilities:


- End-to-end recruitment process
- Source profiles from job portals like Naukri
- Follow up with candidates until onboarding

Walk-in Details:

 **Date:** 17th - 21st Feb 2025

 **Time:** 10:00 AM - 1:00 PM

 **Venue:** No.19, T M A Tower, 2nd Floor, Dr Thirumurthy Nagar Main Road, Nungambakkam, Chennai - 600034

 **Contact:** Muji – 9884834539

17.Non-IT Recruiter

Company: Servicecare

Location: Guindy, Chennai

Experience: 1-5 years


Salary: ₹1.75-2.5 LPA

Responsibilities:

- Handle end-to-end Non-IT recruitment
- Source and screen candidates for manufacturing industries
- Ensure smooth hiring and onboarding process

Requirements:

- Strong communication skills in English & Hindi
- Experience in manufacturing industry recruitment preferred
- Immediate joiners preferred

 **Contact:** Jayanthi – 7010987797

18.HR Executive / Recruiter (Fresher)

Company: Selectica International Solutions LLP


Location: Hybrid (Chennai, Hyderabad, Bengaluru)

Experience: 0-1 year (Freshers Only)

Salary: ₹1.75-2.25 LPA

Job Description:

- Train & Hire Program for 2023, 2024 graduates
- 30-day training with ₹5K stipend for qualifiers
- Post-training salary: ₹15K in hand
- Work-from-home opportunity

 **Contact:** Neha - 8287267407 / Amit – 8178259405

19.US IT Recruiter (Night Shift)

Company: Anchoron Global Solutions LLP


Location: Tambaram, Chennai

Experience: 0-5 years

Salary: ₹1.8-3.6 LPA

Job Description:

- Manage the full-cycle recruitment process
- Source top talent through Dice, W2, and US IT staffing channels
- Looking for experienced recruiters to handle US staffing

 **Contact:** 8903870286

20.Vertical Head/ Senior Manager - IT Recruitment

Company: AV Global Advisory Services

Location: Avadi, Chennai

Experience: 4-8 years (Minimum 5 years in IT recruitment from a consultancy firm)

Salary: ₹3-4 LPA

Job Description:

- Lead IT recruitment operations and business development
- Manage team performance and ensure delivery
- Develop and maintain client relationships

 **Email:** anandhi@avglobaladvisory.com

21.Engineering & Manufacturing - Recruiter

Company: AV Global Advisory Services

Location: Avadi, Chennai (Work from Office)

Experience: 1-5 years (Minimum 2-3 years in Engineering & Manufacturing recruitment from a consultancy firm)

Salary: ₹2-3 LPA

Job Description:

- Handle end-to-end recruitment for Engineering & Manufacturing clients
- Source and screen candidates as per client requirements
- Coordinate interviews and ensure smooth hiring

 **Email:** anandhi@avglobaladvisory.com

22.Immediate Hiring – HR Operations Executive

Company: Manpower Group Services India


Location: Chennai (Field Work)

Experience: 3-5 years

Salary: ₹2.5-4 LPA (Up to ₹35K + Insurance/PF + Travel Allowances)

Job Description:

- Manage payroll, employee engagement, and vendor management
- Travel across Chennai/TN for data collection and MIS reporting
- Proficient in Advanced Excel (Pivot, VLOOKUP, HLOOKUP)
- Must have a bike & DL (Only male candidates preferred)
- Excellent communication in Tamil & English

 **Contact:** Kanchana – 7200040763 / 9894185947

23.HR Recruiter – Immediate Hiring

Company: Boomaa Consultants

Location: Chennai, Bengaluru

Experience: 0-3 years

Salary: ₹1.5-3 LPA

Job Description:

- End-to-end recruitment process handling
- Sourcing and screening profiles from various platforms
- Conducting interviews and coordinating with hiring managers
- Job posting and candidate selection for IT & Non-IT roles
- Working in a consultancy environment

Contact: 8296635132 / 9003287057

24.HR Executive & Recruiter – Immediate Hiring



Company: Nibav Lifts

Location: Chennai

Experience: 2-6 years

Job Description:

- Manage end-to-end recruitment and selection process
- Source candidates from job portals & internal databases
- Conduct interviews and coordinate with stakeholders
- Write job descriptions and onboard new hires
- Promote company culture and employer branding

 **Venue:** Nibav Towers, Neelankarai, Chennai (17th-20th Feb, 9:30 AM - 5:30 PM)
 **Contact:** Rooba – 8925864928

25. Assistant Manager - HR

Company: Precision Machine & Auto Components (PMAC)

Location: Sriperumbudur


Experience: 7-12 years


Salary: ₹5-8 LPA


Job Description:

- Manage recruitment, onboarding, and employee relations
- Address grievances and mediate conflicts
- Organize training sessions and evaluate effectiveness
- Assist in payroll processing and benefits administration

Perks: Bonus, gratuity, mediclaim, incentives, free accommodation

 **Address:** B-70/2, SIPCOT Industrial Park, Sriperumbudur 602105

 **Email:** hr@pmacindia.com

 **Contact:** 79042 77797

26. HR Recruiter (Female Candidates Only)

Company: Ethics Development Support


Location: Chennai (Multiple Locations)


Experience: 1-2 years

Salary: ₹1.75-2.5 LPA

Job Description:

- Full-cycle recruitment, sourcing, interviewing, and hiring
- Manage end-to-end recruitment processes and joining formalities
- Experience with sourcing techniques and Applicant Tracking Systems
- Strong verbal and written communication skills

 **Contact:** 8925583771 / 9940548517

 **Timing:** 9:30 AM - 6:00 PM

27.HR Fresher

Company: Accentrix Solutions

Location: Bengaluru (Jayanagar, BTM Layout, JP Nagar, Bannerghatta, Koramangala, Lalbagh Road)


Experience: 0-1 years (Freshers welcome)

Salary: ₹1-2 LPA (₹15K in hand + unlimited incentives)

Job Description:

- Conduct interviews and schedule candidates
- Handle end-to-end recruitment processes
- Immediate joiners preferred
- 6-day work week

 **Contact:** HR Prema - 6361375157

 **Venue:** Jaynagar 2nd Block, 9th Main Road, Behind Isoble Café

28.HR Executive & Recruiter

Company: SG Pro HR Consultancy


Location: Viluppuram

Experience: 1-2 years

Salary: ₹1.75-2 LPA

Job Description:

- Identify and source potential candidates through multiple channels
- Handle both IT and Non-IT recruitment processes
- Strong English communication skills required

 **Contact:** 9150314474 / 9940349355

