

1.US IT Recruiter – Company: TaSa IT Services

- 📍 **Location:** Tiruchirappalli (On-site, Night Shift)
- 👛 **Experience:** Freshers
- 💰 **Salary:** ₹12K–₹15K/month

Job Role:

- End-to-end US IT recruitment
- Sourcing & screening candidates via LinkedIn, Monster, Dice
- Coordinating interviews & conducting reference checks
- Crafting job descriptions & Boolean searches
- Meeting targets & mentoring new joiners

Benefits: Quarterly & yearly appraisals, incentives

- 📞 **Contact:** J Kathirvelu | 6380466499
- ✉️ **Email:** hr@tasaitservices.com

2.Human Resources Director – Company: TNCD (Town and City Developers)

- 📍 **Location:** Coimbatore (On-site)
- 👛 **Experience:** 20+ years

Job Role:

- Develop & implement HR strategies
- Oversee recruitment, talent management & employee relations
- Drive performance management & engagement initiatives
- Design compensation, benefits & L&D programs
- Ensure compliance with employment laws
- Advise leadership on HR policies

- ✉️ **Email:** sindhu.c@townandcitydevelopers.com


3.HR Manager – Company: Dyrocon Airtech Pvt Ltd

- 📍 **Location:** Sriperumbudur, Chennai (On-site)
- 👛 **Experience:** 3-7 years
- 💰 **Salary:** ₹4 – 5 Lacs Per Annum

Job Role:


- Manage factory license renewal & statutory compliance

- Oversee payroll, attendance & employee relations
- Implement health, safety & welfare initiatives
- Handle crisis management & legal obligations
- Drive performance management & HR policies

 **Contact:** +91 9841574747

4.HR Internship – Company: Chervic Advisory Services

 **Location:** Bangalore (On-site)

 **Experience:** Freshers welcome

 **Stipend:** Unpaid

 **Duration:** 6 months

Job Role:


- Assist in recruitment, onboarding & employee relations
- Support HR policies & data entry tasks
- Develop communication & time management skills
- Gain hands-on HR experience in a professional environment

 **Email:** koyel@chervic.in

5.Admin Assistant – Company: Deceler Vibrotek Controls Pvt Ltd

 **Location:** Chennai (On-site)


 **Experience:** 0-2 years

 **Salary:** ₹8,000 - ₹12,000/month

Job Role:

- Handle administrative activities, file & record maintenance
- Manage material purchasing & office maintenance
- Support day-to-day admin operations

 **Contact:** Santosh (Manager - HR) – 9994180599

 **Email:** hr@deceler.in

 **Address:** No. 38, Arul Mary Street, Soosaiya Nagar, Noombal, Chennai – 600077

6.Admin Executive – Company: Sun and Black Flowers

- 📍 **Location:** Chennai (On-site)
- 👛 **Experience:** 1+ years (MBA preferred)
- 💰 **Salary:** ₹10,000 - ₹15,000/month
- 🎁 **Benefits:** Provident Fund

Job Role:

- Handle administrative tasks & office operations
- Proficient in MS Excel & MS Word
- Preference for candidates with two-wheeler

📞 **Contact:** 7667679722 / 7305098347

7.HR Internship – Company: CAFSInfotech

- 📍 **Location:** Spencer Plaza, Mount Road, Chennai
- 👛 **Experience:** Freshers (Any Degree)
- 💰 **Stipend:** Paid Internship
- 🕒 **Duration:** 3 Months
- 🕒 **Timing:** 9:30 AM – 6:30 PM

Roles & Responsibilities:

- Source candidates via job portals & recruitment sites
- Screen applications & conduct pre-interview assessments

📞 **Contact:** Jothika HR – 9042463801 (WhatsApp) / Sivaprasad HR – 7845012972

8.HR Recruiter – Company: Jeanuvs Private Limited

- 📍 **Location:** Guindy, Chennai
- 👛 **Experience:** 6 Months – 3 Years
- 💰 **Salary:** ₹15,000 – ₹25,000 per month
- 🕒 **Shift:** Day Shift


Roles & Responsibilities:


- Source candidates via Naukri/LinkedIn
- Screen & shortlist applicants
- Manage interviews, selection & onboarding
- Handle end-to-end recruitment
- Strong negotiation & presentation skills


 **Contact HR:** 9884125333


 **Email:** careers@jeanuv.com

9.HR Executive (Male Candidates) – Company: Sree Jayanathan Chits Pvt. Ltd.

 **Location:** Madurai, Tamil Nadu

 **Experience:** 1 Year (Preferred)


 **Salary:** ₹12,000 – ₹18,000 per month

 **Shift:** Day/Morning/Rotational Shift


Roles & Responsibilities:


- Recruit & onboard candidates
- Ensure adherence to company policies
- Track employee performance


 **Benefits:** PF, Health Insurance, Mobile Reimbursement, Work from Home, Performance & Yearly Bonus


 **Contact:** 6382839324

10.HR Recruiter (Female Only) – Company: Einfach Solutions

 **Location:** Kilpauk, Chennai, Tamil Nadu

 **Experience:** 2 Years (Preferred)


 **Salary:** ₹20,000 – ₹21,000 per month

 **Shift:** Day Shift





Roles & Responsibilities:

- Manage end-to-end recruitment process
- Conduct telephonic interviews & screen candidates
- Handle salary negotiations & onboarding
- Recruit for junior to senior-level positions
- Attend management meetings & prepare reports
- Knowledge of payroll & statutory compliance

 **Benefits:** Provident Fund, Performance Bonus


 **Contact:** 9884461147

11.HR Administrator – Company: Loopstream Technologies

-  **Location:** Nava India, Coimbatore, Tamil Nadu
-  **Experience:** Fresher/1 Year (Preferred)
-  **Salary:** ₹10,000 – ₹12,000 per month
-  **Shift:** Morning shift, Monday to Friday





Roles & Responsibilities:

- Maintain employee records, attendance, and leave balances
- Assist in recruitment, onboarding, and offboarding
- Support policy implementation & employee engagement activities
- Provide HR support and collaborate across departments
- Ensure compliance with payroll and statutory requirements

 **Benefits:** Flexible schedule, Performance bonus

 **Email:** career@loopstreamtech.com

12.US IT Recruiter – Company: Ruuraa Holidays Private Limited


-  **Location:** Mount Road Saidapet, Chennai, Tamil Nadu
-  **Experience:** Fresher can also apply
-  **Salary:** ₹13,000 – ₹20,000 per month
-  **Shift:** Day shift, 10:00 AM – 7:00 PM


Roles & Responsibilities:

- Conducting end-to-end recruitment for US IT positions
- Sourcing candidates, conducting interviews, and providing feedback
- Handling the recruitment process for various technical roles
- Providing a positive candidate experience

 **Benefits:** Spot offer letter

 **Contact:** Mr. Akila (HR Manager) – 8110955571

 **Interview Date:** 18.02.2025 to 19.02.2025, 11:00 AM – 6:00 PM

 **Venue:** Ruuraa Holidays Private Ltd, Old No-152/2, New No-44/3, Mount Road Saidapet, Chennai - 600015, Landmark: Behind Kotak Mahindra Bank

13.HR Generalist – Company: Extendo Technology Private Limited

- 📍 **Location:** Chennai, Tamil Nadu
- 👛 **Experience:** 3 to 5 years
- 💰 **Salary:** ₹3,01,440.42 - ₹4,50,586.98 per year
- 🕒 **Job Type:** Full-time

Roles & Responsibilities:

- Identifying and hiring qualified candidates for open positions
- Preparing paperwork and conducting new hire orientations
- Managing employee compensation and benefits programs
- Overseeing employee performance, reviews, and disciplinary actions
- Assisting with payroll, updates, bonus/incentive pay, and benefits

📞 **Contact:** 86105 69663

14.HR Executive – Company: SBSHR

- 📍 **Location:** Salem, Tamil Nadu
- 👛 **Experience:** 1 year in a hospital
- 💰 **Salary:** ₹18,000 - ₹20,000 per month
- 🕒 **Job Type:** Full-time, Permanent

Key Responsibilities:

- Coordinate recruitment, onboarding, and staffing
- Manage employee relations and conflict resolution
- Support performance management and appraisals
- Organize training programs and career development initiatives
- Assist with payroll and benefits administration
- Ensure compliance with labor laws and company policies
- Maintain HR records and HRMS data

📞 **Contact:** 9966826464

✉️ **Mail ID:** sbshrintern09@gmail.com

15.HR Intern – Company: Xerago

- 📍 **Location:** Perungudi, Chennai, Tamil Nadu
- 👛 **Experience:** Internship (No prior experience required)
- 💰 **Salary:** Unpaid (Experience-based learning)
- 🕒 **Job Type:** Full-time (2 Months Internship)


Key Responsibilities:


- Assist in recruitment and onboarding processes


- Support employee records and HR documentation
- Exposure to HR systems and tools
- Coordinate employee engagement activities
- Participate in performance appraisal management
- Assist with other HR administrative tasks


 **Apply to:** sarathkumar.d@xerago.com

16.Human Resources Head – RISHS INTERNATIONAL SCHOOL

 **Location:** Mangadu, Chennai, Tamil Nadu

 **Experience:** 6+ years in HR (preferably in educational setting)

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

 **Job Type:** Full-time, Permanent

Key Responsibilities:


- Oversee recruitment for academic & non-academic roles
- Manage training, development, onboarding, and orientation
- Supervise payroll and attendance management
- Develop and execute HR policies in compliance with labor laws
- Address grievances and disciplinary issues
- Lead HR operations and employee engagement activities


 **Email:** hr@rishsinternationalschool.com

 **Whatsapp:** 7094455723

17.HR Recruiter (RPO) - RBL Bank

 **Locations:** T Nagar, Chennai | MG Road, Bengaluru


 **Experience:** 2-4 years (Recruitment in BFSI)


 **Salary:** ₹2.5 LPA - ₹4.5 LPA (Off Role)

 **Job Type:** Full-time

Key Responsibilities:

- End-to-end recruitment for RBL Bank
- Source and screen candidates for various roles
- Manage the interview process and offer rollouts
- Collaborate with hiring managers to understand staffing needs

 **Email:** lakshmipathy.k@rblbank.com | kannambal.s@rblbank.com

 **Contact:** Lakshmipathy (8778981122)

18.HR Executive and Recruiter (Fresher)

Company: NIA IT SOLUTIONS

 **Location:** Velachery, Chennai

 **Experience:** Freshers, No prior experience required

 **Shift:** Day shift

Key Responsibilities:

- Screen and source resumes through job portals
- Schedule interviews and manage communication
- Maintain good relationships with candidates
- Build rapport and ensure positive candidate experience
- Proficiency in MS Office required

Requirements:

- Any graduate
- Only female candidates
- Excellent communication and interpersonal skills

 **Contact:** PRIYANKA (9042748027)

Walk-In Interview:

Date: 18th Feb - 20th Feb, 11 AM - 4 PM

Location: No.33, First Floor, Kothari Complex, Velachery, Chennai.

19.Payroll - Employee Tax (FRRO)

Company: LNV Technology

 **Location:** Egmore, Chennai


 **Experience:** 4-8 years

Key Responsibilities:

- Manage payroll processes and ensure accurate calculation of employee salaries
- Strong knowledge of TDS and employee tax calculations
- Ensure compliance with statutory regulations and tax laws
- Handle payroll-related statutory filings and documentation
- Assist in tax planning and provide guidance on tax issues

Requirements:

- Experience in payroll and taxation
- Familiarity with FRRO and compliance

 **Contact:** 9342422866


Immediate to 30-day joining

20. Deputy Manager - HR

Company: Lead HR Services

 **Location:** Chennai

 **Experience:** 8-12 years

 **Salary:** ₹8-10 Lacs P.A.


Key Responsibilities:

- Manage statutory compliance, license management, and manpower & contract management
- Oversee factory administration, security, canteen, transport, and housekeeping
- Ensure compliance with labor laws such as the Factories Act, Minimum Wages Act, ESI, PF, PT, etc.
- Handle HR operations for smooth functioning

Qualifications:


- MBA, MSW, or PGDBM

 **Contact:** careers@leadhr.net


 **Phone:** 99406 32343

21. Recruitment Team Leader

Company: TeamLease Services

 **Location:** Chennai (Kodambakkam High Rd), Bengaluru (Koramangala)

 **Experience:** 5+ years

 **Salary:** ₹4.25-7 Lacs P.A. (Negotiable)


Key Responsibilities:

- Manage day-to-day team activities and motivate to achieve goals
- Conduct training and performance reviews
- Handle client coordination and feedback
- Focus on bulk sales hiring, particularly in FMCG/Consumer sectors
- Develop team skills and ensure a pleasant working environment

Preferred Profile:

- Blue collar hiring experience
- FMCG/Consumer or Bulk hiring background

 **Contact:** Rachna


 **Phone:** 9073197999

22.HR Recruiter (Telugu & Hindi Speaking)

Company: Allsec Technologies

 **Location:** Velachery, Chennai

 **Experience:** 0 - 1 year

 **Salary:** ₹2-3 Lacs P.A.

Key Responsibilities:


- Source resumes through job portals, social media, and other channels
- Post job openings and coordinate interview scheduling
- Ensure timely closure of positions
- Handle end-to-end recruitment processes
- Prefer candidates with International/Domestic BPO experience

Preferred Profile:

- Female candidates only
- Fluent in Telugu & Hindi

Time and Venue: 17th February - 20th February , 10.00 AM - 5.30 PM

46B, Velachery Main Rd, Nehru Nagar, Velachery, Chennai, Tamil Nadu 600042

 **Contact:** Akshaya.A@alldigitech.com


 **Phone:** 046C, Velachery Main Road, Chennai-600042

23.Officer & Sr Officer - Payroll & Statutory Compliance

Company: Allsec Technologies

 **Location:** Velachery, Chennai

 **Experience:** 1 - 5 years


 **Salary:** ₹3-5 Lacs P.A.


Key Responsibilities:

- UAN generation and Form-1 (ESI) preparation
- Employee query handling and coordination with EPFO
- PT Remittance, LWF Compliance, and client support
- Handling Death Claim Form verification and submission
- Expertise in PF, PT, ESI, and LWF compliance

Preferred Profile:

- Male candidates only
- Immediate joining (up to 15 days notice period)

 **Contact:** Akshaya.A@alldigitech.com

 **Phone:** 8122910504


 **Venue:** 46 C, Velachery Main Road, Velachery-600042

24. Junior Human Resources Executive

Company: Veloces

 **Location:** Sriperumbudur, Chennai

 **Experience:** 1 - 2 years

 **Salary:** ₹3-4 Lacs P.A.

Key Responsibilities:


- Manage employee engagement activities like onboarding, induction, and exit formalities
- Coordinate recruitment processes, including job postings, candidate sourcing, and interview scheduling
- Maintain employee records and ensure HR system compliance
- Support senior HR executives with special projects and initiatives

 **Contact:** Nethaji (7845825478)


 **Venue:** 16th February - 22nd February , 9.30 AM - 5.30 PM 476, Jai Nagar, Amarambedu Village, Sriperumbudur Taluk, Chennai - 600 069

25. HR Executive

Company: Talent Corner HR Services

 **Location:** Chennai, Hyderabad, Pune

 **Experience:** 2 - 5 years

 **Salary:** ₹3-6 Lacs P.A.

Key Responsibilities:

- Manage recruitment, onboarding, and employee exit processes
- Handle interview processes and employee engagement activities
- Oversee branch management and other HR activities
- Good communication skills required

Required Candidate Profile:

- Minimum 3 years of experience in HR, preferably in a KPO firm
- Education: MBA (HR) or Postgraduate in any field


 **Email:** parimal.trivedi@talentcorner.in

26.HR Executive - Female

Company: CIEL HR

 **Location:** Rajapalayam

 **Experience:** 3 - 5 years


 **Salary:** ₹25,000 to ₹30,000


Key Responsibilities:

- Handle payroll, ESI, PF, compliance, and wages management
- Ensure adherence to HR policies and procedures
- Female candidates preferred for this position

Required Candidate Profile:

- 3 to 5 years of experience in HR roles with a focus on payroll, compliance, and statutory benefits

 **Email:** prakash@cielhr.com

 **Phone:** 73394 26262

27.Recruiter

Company: Amor Management Consultants

 **Location:** Guindy, Chennai

 **Experience:** 0 - 3 years

Job Summary:

Looking for a passionate Recruiter to source, screen, and hire top talent for leading clients in the Automotive, Energy, and Manufacturing sectors. Ideal for freshers or professionals with up to 3 years of recruitment experience.

Responsibilities:

- Develop sourcing strategies, screen resumes, and conduct interviews
- Coordinate interviews and negotiate salaries
- Maintain candidate database and build relationships with hiring teams


 **Email:** hr23@amormc.com

28.IT Recruiter (Freshers Preferred) - Day Shift & No Contract

Company: Scaling Theory Technologies

 **Location:** Ariyamangalam, Tiruchirapalli

 **Experience:** 0 - 2 years

 **Salary:** 1.25 - 2 Lacs P.A.


Job Summary:

Scaling Theory Technologies is hiring an IT Recruiter for domestic staffing in IT sectors like SaaS, Data Science, and AI. Freshers and immediate joiners preferred.

Responsibilities:

- Build talent pipelines and coordinate with hiring managers
- Source candidates via online platforms
- Manage recruitment processes from screening to selection
- Maintain relationships with candidates and stakeholders


 **Contact:** Mr. Dilip at 7598972411

 **Walk-in Dates:** 17th February - 22nd February, 10 AM - 6:30 PM


Address: #19, 2nd Floor, Lakshmipuram, Paalpannai, Ariyamangalam, Tiruchirapalli – 620010

29.Executive Recruiter

Company: Anderson Diagnostics Pvt Ltd

 **Location:** Greams Road, Chennai

 **Experience:** 1 - 2 years

 **Salary:** 2 - 2.5 Lacs P.A.


Job Summary:

Anderson Diagnostics is seeking an Executive Recruiter for HR functions, including sourcing, conducting interviews, and maintaining recruitment records. Immediate joiners preferred. Healthcare experience is an advantage.

Responsibilities:

- Coordinate with department heads for recruitment
- Source candidates via job portals
- Conduct preliminary interviews and schedule technical rounds
- Maintain recruitment records and follow-up with candidates
- Handle employee grievances and disciplinary actions

 **Contact:** Uma at 7824880807

 **Walk-in Dates:** 17th February - 26th February, 9:30 AM - 3:30 PM


Address: Sri Rama Building, No.38(159), Greams Road, Thousand Lights, Chennai-600006

30.Talent Acquisition Specialist

Company: Bharat FIH

 **Location:** Sunguvarchatram, Chennai

 **Experience:** 4 - 9 years

 **Salary:** 5 - 8.5 Lacs P.A.

Job Summary:

Bharat FIH is hiring a Talent Acquisition Specialist to lead end-to-end recruitment for the manufacturing sector. The role involves sourcing, screening, interviewing, and onboarding candidates for mass and lateral hiring needs. Immediate joiners preferred.

Responsibilities:

- Drive mass and lateral recruitment processes
- Collaborate with hiring managers to understand requirements
- Ensure smooth candidate experience from initial contact to onboarding
- Track recruitment metrics


Qualifications:

- MBA/MSW or equivalent
- 4-9 years of experience in manufacturing industry recruitment

 **Email:** careers@fih-foxconn.com

31.HR Recruiter

Company: Pama Network Pvt. Ltd.

 **Location:** Ambattur, Chennai, Tamil Nadu

 **Experience:** 0 - 2 years

Job Overview:

Pama Network is looking for an enthusiastic HR Recruiter to manage the end-to-end recruitment process. The role includes sourcing, screening, and interviewing candidates while ensuring a smooth and positive candidate experience.

Responsibilities:

- Manage recruitment lifecycle from sourcing to onboarding
- Collaborate with hiring managers to create job descriptions
- Source candidates via job portals and social media
- Conduct screenings and interviews
- Maintain candidate database for future openings


Time and Venue: 17th February - 26 February , 9.30 AM - 5.30 PM

L 28, 7th St, South Phase, Ambattur Industrial Estate, Chennai, Tamil Nadu 600058


 **Contact:** Dhanapriya (8925515812)

32.HR Recruiter (Blue Collar Hiring)

Company: TeamLease

 **Location:** Chennai & Bangalore

 **Experience:** 2 - 3 years

 **Salary:** ₹2.25 - 3.5 Lacs P.A.

Job Overview:

TeamLease is seeking an experienced HR Recruiter to handle blue-collar recruitment, primarily in the manufacturing sector. This role focuses on bulk hiring for warehouse and E-commerce positions.

Key Responsibilities:

- End-to-end recruitment for blue-collar roles
- Bulk hiring of warehouse candidates (Pickers and Packers)
- Sourcing, screening, and shortlisting candidates
- Coordinating interviews and ensuring timely closure
- Building a strong talent pipeline

 **Contact:** Rachna (9073197999)

33.Employee Benefit Administration

Company: Reputed MNC Client (via Peoplefy Infosolutions)

 **Location:** Chennai

 **Experience:** 2 - 6 years

Job Overview:

We are hiring for an MNC client to manage HR operational tasks, focusing on employee benefits, payroll, and statutory compliance.

Key Responsibilities:

- Employee benefits administration and onboarding
- Statutory compliance (ESI, PF, LWF, PT)
- Payroll input, preparation, and reconciliation
- Manage employee data in HR systems (Oracle, SAP HR)
- Oversee exit formalities and full & final settlements


 **Email:** deeksha.ka@peoplefy.com

34.HR & Admin Manager / Executive

Company: Shariden

 **Location:** Bengaluru (Mahadevapura)

 **Experience:** 2 - 7 years


 **Salary:** 3-4.25 Lacs P.A.


Job Overview:

We are seeking a motivated HR & Admin Manager to manage HR policies, hiring, operations, and compliance. The ideal candidate will possess strong people skills and adaptability to drive results.

Key Responsibilities:

- Implement HR policies
- Oversee recruitment and day-to-day operations
- Ensure compliance and manage HR functions
- Provide administrative support

 **Interview Timings:** 17th - 26th February, 12:00 PM - 4:00 PM

 **Venue:** Shariden Private Limited, B-37, Devasandra Industrial Estate, Mahadevapura, Bengaluru, Karnataka 560048

 **Contact:** Shan (8123420988)

35.Administration Manager/Sr. Admin

Company: Elite Engineering & Construction (EEC)

 **Location:** Chennai


 **Experience:** 5 - 10 years


Job Overview:

We are looking for a skilled Administration Manager/Sr. Admin to oversee site administration, employee data management, and day-to-day operations at the site.

Key Responsibilities:

- Manage site administration and RO
- Maintain employee records and files
- Coordinate with the head office
- Oversee labour colony and daily attendance management
- Track NMR and labour attendance


 **Interview Timings:** 17th - 18th February, 9:30 AM - 5:30 PM

 **Venue:** 39B, 1st Street, N Parade Rd, Chakrapani Colony, St.Thomas Mount, Tamil Nadu 600016

 **Contact:** Krishna (6301666645)

36.HR Generalist

Company: Ig3 Infra

 **Location:** Chennai (Thoraipakkam)

 **Experience:** 5 - 8 years

Job Overview:

Looking for a skilled HR Generalist to handle end-to-end HR operations, including recruitment, employee relations, statutory compliances, payroll, and employee engagement.

Key Responsibilities:

- End-to-end recruitment, joining formalities, and employee relations
- Statutory compliance (PF, ESI, LWF, PT)
- Attendance management and payroll
- Employee engagement and performance appraisal

Preferred Candidate Profile:

- Minimum 5 years of experience in HR Generalist
- Female candidates only
- Ability to handle fast-paced environments

 **Contact:** Lokesh S (9500549097)

