

### **1.HR Associate - Recruiter**

**Company:** Verve Financial Services

**Experience:** 1 - 3 years

**Salary:** ₹2.5 - 3 LPA

#### **Job Description:**

Seeking an HR Associate - Recruiter to manage end-to-end recruitment, onboarding, and employee engagement. Requires strong HR process knowledge, multitasking ability, and experience in dynamic environments. Must excel in communication, problem-solving, and teamwork.

**Time and Venue:** 19th February - 21st February , 9.30 AM - 5.30 PM

Location – Our office is located at Location – Guindy location RR tower 4 8 floor TVK industrial estate, Guindy Chennai - 600032.

**Contact:** Akshaya HR – 8925915481

### **2.HR Executive & Recruiter**

**Company:** Neem Tree Consultants Pvt. Ltd. (A Medical Billing Company)

**Experience:** 1 - 3 years

#### **Job Description:**

Responsible for end-to-end recruitment, CV sourcing, screening, interview scheduling, onboarding, and documentation. Manage attendance, leave records, and HR databases. Requires strong Excel skills, communication, and multitasking abilities.

**Time and Venue:** 24 February - 5th March , 10.30 AM - 3.00 PM

For Kolkata Location: UNIT NO. 502, 2B,,FIFTH FLOOR,,ECOSPACE, ACTION AR , KOLKATA, West Bengal, India

**Contact:** Manashi Paul / Shulbha Kumari – 9860534522

### **3.HR Recruiter - Non-IT**

**Company:** Nalvinaihrs

**Experience:** 0 - 2 years

**Location:** Poonamallee

#### **Job Description:**

Seeking an HR Recruiter (Non-IT) to handle job analysis, candidate sourcing, screening, interview coordination, and selection. Responsibilities include ensuring a smooth candidate experience, managing offers, supporting onboarding, and driving continuous improvement. Strong communication and organizational skills required.

**Contact:** 9790076633

**Email:** [thanigai@nalvinaihrs.com](mailto:thanigai@nalvinaihrs.com)

#### **4.HR Recruiter - Freshers Only**

**Company:** HireWorks Recruitment Consultants Pvt Ltd

**Experience:** 0 - 1 year

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

**Location:** Arumbakkam, Chennai (Opposite CMBT Bus Stand)

#### **Job Description:**

Seeking fresh graduates to handle sourcing, recruitment, job advertising, candidate engagement, and onboarding. Requires strong interpersonal and English communication skills. Open to 2023/2024 graduates (MBA/MSW/MHRM/English Lit preferred). Only WFO, day shift.

**Contact:** Immanuel – 7550136638

#### **5.IT Recruiter**

**Company:** Fortune India 500 IT Services (Posted by Vega Intellisoft)

**Experience:** 3 - 5 years

**Location:** Porur, Guindy, Chennai

#### **Job Description:**

Responsible for sourcing top IT talent via job boards, social media, and referrals. Conduct initial screening, coordinate with hiring managers, and manage the end-to-end recruitment process. Maintain accurate candidate records and ensure a seamless onboarding experience.

**Contact:** Sowmya – 7358686165

#### **6.Technical (Engineer) Recruiter**

**Company:** Aversan Systems

**Experience:** 2 - 5 years

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

#### **Job Description:**

Seeking a Technical Recruiter to handle job postings, candidate sourcing, screening, and ATS management. Must have experience in engineering recruitment and strong analytical skills. A degree in Electronics, Computer, or Software Engineering is preferred.

**Email:** hr-india@aversan.com

**Apply:** Send your resume in PDF format with the subject "Technical Recruiter Application."

#### **7.HR Executive & Recruiter**

**Company:** Metalcomp Industries

**Experience:** 2 - 7 years

**Salary:** ₹1.92 - 3.36 LPA

**Location:** Thirumudivakkam, Chennai

**Job Description:**

Seeking an HR Executive & Recruiter to manage contract labor, attendance, payroll, statutory compliance, and recruitment. Responsible for ESI & PF compliance, onboarding, and time office operations.

**Benefits:** Annual bonus, PF, free meals, travel allowance.

**Contact:** WhatsApp – 8925859822

**8.Human Resource Executive**

**Company:** Pentagon Apparels

**Experience:** 4 - 7 years

**Salary:** ₹3.5 - 3.75 LPA

**Location:** Rajapalayam (Women candidates preferred)

**Job Description:**

Seeking an HR Executive to manage payroll, statutory compliance (ESI, PF), employee records, recruitment, onboarding, performance management, and employee engagement. Responsible for grievance handling, training, and exit formalities.

**Email:** [contact@pentagontextiles.com](mailto:contact@pentagontextiles.com)

**9. Facility Management - Help Desk**

**Company:** MIOT International

**Experience:** 2 - 7 years

**Location:** Chennai (Ramapuram)

**Job Description:**

Seeking candidates to coordinate with floor executives and departments, update complaints in the system, and maintain checklists. Strong organizational and communication skills required.

**Walk-in Interview:** 18th - 27th Feb, Mon-Fri, 10 AM - 12 PM

**Venue:** 4/112, Mount Poonamallee Rd, Manapakkam, Chennai

**Contact:** 7299023900

**10.BFSI Recruiter - Sales Hiring (Banking & NBFC)**

**Company:** AV Global Advisory Services

**Experience:** 1 - 5 years

**Salary:** 1.5 - 3 LPA

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

**Job Description:**

Urgently hiring Recruiters/Sr. Recruiters with 3 months to 5 years of experience in Sales hiring for Banks, NBFCs, and Insurance. Strong sourcing and screening skills required.

**Email:** [anandhi@avglobaladvisory.com](mailto:anandhi@avglobaladvisory.com)

### **11. Office Admin**

**Company:** Vark Builders

**Experience:** 2 - 7 years

**Salary:** 1.2 - 2.16 LPA

**Location:** Madurai (Kalavasal)

#### **Job Description:**

Looking for an Office Admin to manage daily office operations, scheduling, supplies, and maintenance. Provide administrative support, including data entry, correspondence, and report preparation. Strong organizational and coordination skills required.

**Contact:** 9842943377

### **12. IT & Non-IT Recruiter (Immediate Joiners Required)**

**Company:** Golden Opportunities Pvt Ltd

**Experience:** 6 months - 3 years

**Salary:** 2 - 4.25 LPA

**Location:** Anna Nagar, Chennai

#### **Job Description:**

Seeking dynamic IT & Non-IT Recruiters with experience in end-to-end recruitment. Responsibilities include sourcing, screening, interviewing, and onboarding candidates. Strong communication and multitasking skills required. Work from office only.

**Perks:** PF, ESI, insurance, 5-day work week, incentives, biannual increments.

**Contact:** Prashanth (HR) – 9360810536

### **13. Human Resource Executive**

**Company:** Auditics

**Experience:** 2 - 4 years

**Salary:** 2 - 3.5 LPA

**Location:** Purasaiwakkam, Chennai

#### **Job Description:**

Seeking an HR Executive to manage recruitment, onboarding, HR operations, employee relations, payroll, and compliance. Responsibilities include sourcing candidates, conducting interviews, handling HR documentation, ensuring statutory compliance, and driving employee engagement programs. Strong communication and HR policy knowledge required.

**Contact:** Sundar - Manager HR – 9360138411

#### **14.Admin cum Front Office Executive**

**Company:** Daxfo Technology Pvt Ltd

**Experience:** 1 - 4 years

**Salary:** ₹2,00,000 - ₹3,00,000 per year

**Location:** Greeta Tech Park, Perungudi, Chennai

#### **Job Description:**

Seeking an Admin cum Front Office Executive to manage the front desk and provide administrative support. Responsibilities include greeting visitors, handling calls, scheduling meetings, maintaining office records, and assisting with travel arrangements. Strong communication, multitasking, and organizational skills required.

**Email:** [career@daxfo.com](mailto:career@daxfo.com)

#### **15.Business HR**

**Company:** GoExpertz Business Transformation Services Pvt Ltd

**Experience:** 3+ years in HR domain

**Salary:** Up to ₹30,000 per month

**Location:** Madurai, Tamil Nadu

#### **Job Description:**

Seeking a Business HR professional to implement HR policies, manage employee attendance, prepare MIS reports, evaluate performance, conduct review meetings, and oversee engagement activities. The candidate should have strong HR knowledge and be willing to travel within Tamil Nadu.

**Contact:** 95973 74012

#### **16.Non-IT Recruiter**

**Company:** Maatrom HR Solution

**Experience:** 2-3 years

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

**Location:** Velachery, Chennai

#### **Job Description:**

Looking for a Non-IT Recruiter to source candidates through job portals, conduct screenings, schedule interviews, and follow up with candidates. Responsibilities include database management, interview coordination, and salary negotiations. Strong MS Excel and Naukri skills required.

**Contact:** 7338855063

**Email:** [hr10maatromsolution@gmail.com](mailto:hr10maatromsolution@gmail.com)

### **17.Human Resources Head**

**Company:** Rishs International School

**Experience:** 10-15 years (Preferred in Education Sector)

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

**Location:** Mangadu, Chennai

#### **Job Description:**

Seeking an HR Head to manage recruitment, training, payroll, attendance, and HR policies. Responsibilities include employee engagement, compliance, and workforce planning. Strong HRMS and payroll system knowledge required. Excellent communication and organizational skills preferred.

**Contact:** 7094455723

**Email:** [hr@rishsinternationalschool.com](mailto:hr@rishsinternationalschool.com)

### **18.HR Executive**

**Company:** P. Manickam & Co.

**Experience:** 1+ year

**Salary:** ₹19,000 per month

**Location:** Arumbakkam, Chennai

#### **Job Description:**

Seeking a Male HR Executive to assist in HR operations, payroll processing, and administrative tasks. Responsibilities include managing attendance, employee requests, and compliance with PF & ESI. Proficiency in MS Office required. Immediate joiners preferred.

**Benefits:** PF, ESI, Health Insurance, Cell Phone Reimbursement

**Contact:** 80560 01751

### **19.HR Executive**

**Company:** Vision India Insurance

**Experience:** 2+ years in recruitment

**Salary:** ₹14,000 - ₹20,000 per month

**Location:** Cheran Nagar, Koundampalayam, Coimbatore

#### **Job Description:**

We seek an HR Executive to handle recruitment, job postings, candidate screening, and office coordination. Strong communication, decision-making, and computer skills required. Must be below 35 years of age.

**Benefits:** Cell phone reimbursement, performance bonus

**Contact:** 9715644555, 9698955666

## **20.HR Manager**

**Company:** Zenith Food Solutions Pvt. Ltd.

**Experience:** 10-15 years (Min. 5 years as Manager)

**Salary:** ₹6,00,000 per year

**Location:** Mogappair East, Chennai

### **Job Description:**

Seeking an HR Manager to handle employee relations, payroll, statutory compliance (ESIC, PF), attendance, and exit formalities. Must have experience in manufacturing and fluency in Hindi.

**Benefits:** Cell phone reimbursement, Provident Fund

**Email:** [frontoffice@zenithfoodsolutions.com](mailto:frontoffice@zenithfoodsolutions.com)

## **21.HR Generalist (Female - Madurai Only)**

**Company:** Pandian Foods Pvt. Ltd.

**Experience:** 2+ years

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

**Location:** Koodal Nagar, Madurai

### **Job Description:**

Seeking an HR Generalist to handle recruitment, payroll, statutory compliance, performance appraisals, and employee relations. Must oversee HR functions across production, sales, and transport. Strong compliance knowledge required.

**Contact:** 9566603983 / 8667599441

**Benefits:** Yearly bonus

## **22.HR Manager**

**Company:** Sri Sakthi Cinemas

**Experience:** 4+ years (HR), 3+ years (Payroll), 2+ years (ERP)

**Salary:** ₹25,000 - ₹35,000 per month

**Location:** Tiruppur, Tamil Nadu

### **Job Description:**

Seeking an HR Manager to handle recruitment, employee relations, payroll, performance management, and compliance. Must develop HR strategies, manage grievances, and ensure legal compliance. Proficiency in Tamil, English & Hindi is required.

**Contact:** +91 96888 35497

**Benefits:** Paid sick time, Provident Fund, Yearly bonus

### **23.Administration Officer**

**Company:** Y K Groups

**Experience:** 5+ years

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

**Location:** Ramanathapuram, Coimbatore (Female Preferred)

#### **Job Description:**

Seeking an experienced Administration Officer to manage office operations, coordinate schedules, handle documentation, and ensure smooth day-to-day administration. Ideal candidates should have strong organizational skills and attention to detail.

**Contact:** +91 8072331760, +91 8870251995

**Benefits:** Paid sick time, Performance bonus

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

### **24.Admin Head**

**Company:** McGAN's Ooty School of Architecture

**Experience:** Relevant experience in administration

**Salary:** ₹15,000 - ₹30,000 per month (Negotiable)

**Location:** Ooty, Tamil Nadu (Preference for Nilgiris natives)

#### **Job Description:**

Seeking a proactive Admin Head to manage administrative operations and coordinate with academic departments. Strong organizational and communication skills are essential.

**Email:** santhanakrishnan@mcganarch.com

**Job Type:** Full-time

**Schedule:** Day shift

### **25.APAC IT Recruiter**

**Company:** Kiya.ai (Infrasoft Technologies Ltd)

**Experience:** 2 - 5 Years

**Location:** Chennai (Karapakkam, OMR)

**Notice Period:** Immediate

#### **Job Description:**

- Experience in APAC IT recruitment
- End-to-end recruitment process expertise
- Strong experience in Singapore hiring & APAC regions
- Knowledge of current APAC salary packages
- UG: B.E/B.Tech/B.C.A, PG: MBA - HR preferred

#### **Perks & Benefits:**

- Insurance provided



**Contact:** Premkumar, 9789070024

**Email:** [Premkumar.m@kiya.ai](mailto:Premkumar.m@kiya.ai)

