

**1.Job Title: Assistant Human Resource Manager**

**Company: Swarnabhoomi Academic Institutions**

**Location: MARG Swarnabhoomi, (Next to Kalpakkam) ECR, Chennai**



**Experience: 4-5 years (Preferably in the education sector)**

**Salary: ₹4 - 5.5 LPA**

**Job Responsibilities:**

- Manage recruitment, onboarding, and employee lifecycle processes.
- Handle employee relations, payroll support, and compliance tracking.
- Coordinate employee engagement, training, and performance management.

**Perks & Benefits:** EPF, Insurance & other statutory benefits.

 **Email:** [hr@sai.education](mailto:hr@sai.education) |  **Contact:** 73588019986

**2.Job Title: HRBP (US) – HR Operations**

**Company: Newt Global**

**Location: Chennai – WFO, Navalur**

**Experience: 5+ Years**

**Job Responsibilities:**

- Maintain employee data accuracy in HRIS.
- Administer HR policies, compliance, and process updates.
- Manage onboarding, payroll, benefits, and legal coordination.
- Handle immigration processes (H1B, Green Card, PERM).
- Ensure compliance with US labor laws and policies.

 **Email:** [azhagus@newtglobalcorp.com](mailto:azhagus@newtglobalcorp.com)

**3.Job Title: HR Manager**

**Company: Inlogic Technologies**

**Location: Chennai (Tharamani) / Work From Home**

**Experience: 11 - 19 Years**

**Job Responsibilities:**


- Oversee recruitment, onboarding, and employee records.
- Implement performance appraisal systems and training programs.
- Ensure compliance with HR policies, payroll, and labor laws.
- Manage employee relations, benefits, and workplace safety.
- Handle exit processes and internal communication.


**Contact:** 8939942111

**4.Job Title:** IT Recruiter  
**Company:** CIEL HR  
**Location:** Chennai (Work From Office)  
**Experience:** 1 - 4 Years (Mandatory IT Perm Hiring)  
**Salary:** ₹50,000 - ₹3 LPA

**Job Responsibilities:**

- End-to-end IT recruitment, sourcing, screening, and interviewing.
- Build and maintain a strong pipeline of potential candidates.
- Coordinate with hiring managers and ensure smooth onboarding.
- Maintain candidate databases and recruitment trackers.
- Leverage social media for talent acquisition.

 **Email:** [tejashwini.l@cielhr.com](mailto:tejashwini.l@cielhr.com)

 **Contact:** 9972770195

**5.Job Title:** Staffing Manager / Associate General Manager  
**Company:** SP Staffing  
**Location:** Chennai (Hybrid)  
**Experience:** 10 - 14 Years

**Job Responsibilities:**

- Lead recruitment teams, ensuring performance, development, and motivation.
- Manage multiple recruitment projects and client relationships.
- Expertise in sourcing, interviewing, and selection methodologies.
- Proficient in ATS, MSP, and RPO models.
- Hindi speaking is mandatory; willingness to travel.

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

**6.Job Title:** Front Office Executive & Cashier (Female)  
**Company:** Bright River MRC  
**Location:** Chennai  
**Experience:** 0 - 2 Years  
**Salary:** ₹2.25 - 3 LPA

**Job Responsibilities:**

- Greet and assist visitors, manage calls and emails.
- Maintain appointment schedules and office records.
- Coordinate with departments for smooth operations.
- Ensure reception and office cleanliness.
- Oversee visitor access and security protocols.

- 📍 **Walk-in:** 20th Feb - 1st Mar, 11:30 AM - 2:00 PM
- 📍 **Venue:** 103, Navins Presidium, B Block, 4th Floor, Nelson Manickam Road, Aminjikarai, Chennai - 600029
- 📞 **Contact:** Sanjayan – 7305825551

**7.Job Title:** Female IT Recruiter (WFH)  
**Company:** ITSource Technologies Limited  
**Location:** Remote (Hiring office in Chennai)  
**Experience:** 3 - 6 Years  
**Salary:** ₹1.5 - 2.5 LPA

**Job Responsibilities:**

- Manage end-to-end IT recruitment processes.
- Source, screen, and coordinate with client SPOCs.
- Ensure compliance with client recruitment guidelines.
- Work on major technologies and recruitment tools.

📌 **Requirements:** Own laptop/desktop with internet.

✉️ **Apply:** [ayeshas@itsourceglobal.com](mailto:ayeshas@itsourceglobal.com)

**8.Job Title:** IT Recruiter  
**Company:** HirePro (Posted by Careernet)  
**Location:** Coimbatore  
**Experience:** 1 - 4 Years

**Job Responsibilities:**

- Manage IT recruitment processes, sourcing, and screening.
- Handle technical hiring and end-to-end recruitment.
- Build strong professional networks.


📌 **Requirements:** MBA or equivalent, excellent communication, and interpersonal skills.


✉️ **Apply:** [rupal.kanchan@careernet.in](mailto:rupal.kanchan@careernet.in)

**9.Job Title:** HR Recruiter (Work from Home)  
**Company:** Abhi Resource Management  
**Location:** Chennai, Hyderabad, Delhi/NCR (Remote)  
**Experience:** 2 - 7 Years  
**Salary:** ₹1 - 2.5 LPA (Commission-based/Fixed for experienced candidates)

 **Responsibilities:**

- Healthcare recruitment, hiring doctors, nurses, and medical staff.
- Strong communication and convincing skills.

 **Apply:** Contact **9451802744 / 9919720600**

 **Experience:** Minimum 1 year in healthcare recruitment.

**10.Job Title:** IT Recruiter (WFO)

**Company:** CIEL HR

**Location:** Anna Nagar, Chennai

**Experience:** 1 - 6 Years (Must have experience in permanent hiring)

**Salary:** ₹1 - 4.5 LPA

 **Responsibilities:**

- IT hiring across India, prioritizing & closing positions within timelines.
- Sourcing, screening, and presenting candidates to clients.
- Coordinating with client SPOCs throughout the recruitment cycle.
- Leveraging digital tools for sourcing & employer branding.

 **Apply:** Send CV to [anindita.b@cielhr.com](mailto:anindita.b@cielhr.com)

**11.Job Title:** Administration Executive

**Company:** Pama Network Pvt. Ltd.


**Location:** Ambattur, Chennai

**Experience:** 0 - 1 Year

 **Responsibilities:**

- Manage office supplies, inventory & daily operations.
- Assist in HR tasks like onboarding & training coordination.
- Handle documentation, correspondence & compliance.
- Support senior management with scheduling & reports.

 **Apply:** Send CV to [ghanapriya.pamanetwork@gmail.com](mailto:ghanapriya.pamanetwork@gmail.com)

 **Contact:** 8925515812

**12.Job Title:** Admin Manager

**Company:** Kireeti Group

**Location:** Vadapalani, Chennai & Sanath Nagar, Hyderabad

**Experience:** 3 - 5 Years

**Salary:** ₹2 - 3 LPA

 **Responsibilities:**

- Greet clients & manage phone calls.
- Organize files & update records.
- Prepare & follow up on customs documentation.
- Handle inward & outward couriers.

**Contact:** Sai – 9553396111

**13.Job Title:** Executive Administration (Ex-Service Men)

**Company:** Leading Chemical Industry


**Location:** Puducherry, Cuddalore


**Experience:** 5 - 10 Years (Ex-Servicemen)

**Salary:** ₹4 - 6 LPA

 **Responsibilities:**

- Manage liaison, travel, canteen, transport, housekeeping & security.
- Oversee guest house & data management.

 **Apply:** Send CV to [pascal@pyramidhrc.com](mailto:pascal@pyramidhrc.com)

 **Contact:** 9994550326 (10:30 AM - 5:30 PM)

**14.Job Title:** HR Recruiter

**Company:** Golden Opportunities Pvt Ltd


**Location:** Chennai

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

 **Responsibilities:**

- End-to-end recruitment for IT & Non-IT roles.
- Source candidates via Naukri, LinkedIn, and other job portals.
- Screen resumes, conduct interviews & coordinate onboarding.

 **Apply:** Send CV to [shivanipundir@gojobs.biz](mailto:shivanipundir@gojobs.biz)

 **Contact:** 9840033250

 **Walk-in Address:** New No: 6, Old No: 43, V Block, 12th Street, Chennai

**15.Job Title:** US HR Operations/US Onboarding

**Company:** Pride Global

**Location:** Chennai (Onsite)


**Experience:** 1 - 6 Years

**Shift:** Night Shift (6:30 PM - 3:30 AM IST)

 **Responsibilities:**

- Manage contractor inquiries during onboarding.
- Collaborate with internal teams for seamless onboarding.
- Handle I-9 verification and compliance audits.
- Work with ATS & background vendors.

 **Apply:** Send CV to [vikas.gupta@pridetech.com](mailto:vikas.gupta@pridetech.com)

 **Contact:** 9016614987

**16.Job Title:** Senior HR Business Partner

**Company:** Smart Creations

**Location:** Ambattur, Chennai

**Experience:** 10+ Years (Preferred)

**Salary:** ₹3,00,000 - ₹5,00,000 per year

**Shift:** Day Shift

 **Responsibilities:**

- Align HR strategies with business goals.
- Lead change management & organizational development.
- Manage talent acquisition, performance, and engagement.
- Implement leadership development programs.

 **Apply:** Send CV to [pankaj@smartcreations.in](mailto:pankaj@smartcreations.in)

**17.Job Title:** HR Executive

**Company:** ICORP Overseas Consulting Pvt Ltd

**Location:** Anna Nagar, Madurai


**Experience:** 1 - 4 years


**Salary:** ₹10,000 - ₹35,000 per month

**Shift:** Day Shift (Mon-Fri: 7 AM - 4 PM, Sat: 7 AM - 12 PM)

 **Responsibilities:**

- Manage end-to-end recruitment.
- Conduct interviews & onboarding.
- Maintain HR records & policies.

 **Benefits:** PF, incentives, mobile & internet reimbursement.

 **Contact:** +91 6382 235 725

**18.Job Title:** HR Recruiter

**Company:** Bioman Sewage Solutions Pvt Ltd

**Location:** Vanagaram, Chennai (Near Maduravoyal)


**Experience:** 3 - 5 years (Non-IT Hiring)


**Salary:** ₹25,000 - ₹32,000 per month

 **Responsibilities:**

- End-to-end recruitment for manufacturing & sales roles.
- Source, screen, and onboard candidates.
- Collaborate with hiring managers & maintain reports.

 **Benefits:** PF, health insurance, mobile reimbursement.

 **Apply:** Send CV to [hr@bioman.co.in](mailto:hr@bioman.co.in)

 **Contact:** 6383395501

**19.Job Title:** Recruiter (Remote – Work from Home)

**Company:** Trunefy Infobiz Pvt Ltd


**Location:** Chennai, Tamil Nadu (Remote)

**Experience:** Recruitment/Telecalling (Preferred)


**Salary:** ₹5,000 - ₹15,000 per month

 **Responsibilities:**

- Make outbound calls & screen candidates.
- Schedule interviews & coordinate with hiring managers.
- Maintain candidate database & meet hiring targets.

 **Benefits:** PF, health insurance, mobile reimbursement.

 **Apply:** Send CV to [trunefy.resumes24@gmail.com](mailto:trunefy.resumes24@gmail.com)

 **Contact:** 8807789911

**20.Job Title:** HR Recruiter

**Company:** JAYSKAY Technology Services

**Location:** Madurai, Tamil Nadu (On-site)


**Experience:** 1 to 3 years

**Salary:** ₹120,000 - ₹240,000 per year

 **Responsibilities:**

- Source, screen & shortlist candidates.
- Conduct interviews & manage recruitment processes.

- Ensure compliance with employment laws & HR best practices.

 **Requirements:** MBA/MSW/Any degree, strong communication & interpersonal skills.

 **Apply:** Send CV to [info@jayskaytech.com](mailto:info@jayskaytech.com)

**21.Job Title:** Human Resources Director  
**Company:** TNCD (Town and City Developers)  
**Location:** Coimbatore, Tamil Nadu (On-site)  
**Experience:** 20+ years in HR leadership  
**Salary:** ₹12L - ₹15L per year

 **Responsibilities:**

- Develop & implement HR strategies aligned with company goals.
- Oversee talent acquisition, employee relations & performance management.
- Design compensation, benefits & learning programs.
- Ensure compliance with employment laws.

 **Apply:** Send CV to [Sindhu.c@townandcitydevelopers.com](mailto:Sindhu.c@townandcitydevelopers.com)

**22.Job Title:** Admin Assistant (Preferably Female)  
**Company:** Deceler Vibrotek Controls Private Limited  
**Location:** Chennai, Tamil Nadu (On-site)  
**Experience:** 0-2 years in administration  
**Salary:** ₹8,000 - ₹12,000 per month

 **Responsibilities:**

- Handle all administrative activities, file & record maintenance.
- Oversee material purchasing & office maintenance.
- Support daily office operations efficiently.

 **Apply:** Send CV to [hr@deceler.in](mailto:hr@deceler.in)

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

**23.Job Title:** Human Resources Intern  
**Company:** SG People Trust  
**Location:** Chennai (Hybrid)  
**Experience:** Freshers/Pursuing HR degree  
**Stipend:** Based on interview

 **Responsibilities:**



- Assist in HR management & policy implementation.
- Manage employee benefits & personnel records.
- Support recruitment & onboarding processes.

✉ **Apply:** Send CV to [info@sgpeopletrust.org](mailto:info@sgpeopletrust.org)

**24.Job Title:** HR Recruiting Intern

**Company:** Different Hair Pvt. Ltd

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

**Experience:** Pursuing/Completed MBA (HR)

**Stipend:** ₹10,000 - ₹12,000/month

✦ **Responsibilities:**

- Conduct screening calls & schedule interviews.
- Post job openings & maintain candidate databases.
- Assist in onboarding & HR coordination.

✉ **Apply:** Send CV to [bairavi@differenthair.com](mailto:bairavi@differenthair.com)

**25.Job Title:** HR Intern (Unpaid)

**Company:** Chervic Advisory Services

**Location:** Bangalore (On-site) | Pan India

**Experience:** Freshers (MBA/MSW/PGDM in HR)

**Stipend:** Unpaid | Duration: 6 Months

✦ **Responsibilities:**

- Assist in recruitment, onboarding & employee engagement.
- Manage HR databases & support administrative tasks.
- Conduct research on HR trends & process improvements.

✉ **Apply:** Send CV to [koyel@chervic.in](mailto:koyel@chervic.in)

☎ **Contact:** 9635247380

**26.Job Title:** HR Recruiter – Healthcare

**Company:** Nittany Creative Services LLP

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


**Experience:** 0–2 Years

**Salary:** ₹15K – ₹18K/month

✦ **Responsibilities:**

- Source & screen candidates for healthcare BPO roles.
- Manage job postings & recruitment channels.
- Coordinate interviews & assess candidates.
- Support onboarding & ensure compliance.

 **Apply:** Send CV to [rsabarinathan@nittanycreative.com](mailto:rsabarinathan@nittanycreative.com)

 **Contact:** +91 9789780526, +91 9176332863

**27.Job Title:** HR Recruiter (Female) – Walk-in Interview

**Company:** JTS Jobs Consultancy

**Location:** Tambaram Sanatorium, Chennai



**Experience:** 1–2 Years


**Salary:** Based on Experience


 **Responsibilities:**

- Handle end-to-end recruitment process.
- Source, screen & schedule candidates.
- Maintain hiring records & coordinate interviews.

 **Walk-in Details:**

 21st–22nd Feb |  10 AM–2 PM

 #10, Station Road, Durga St, Tambaram Sanatorium, Chennai – 600045

 **Contact:** 7397294328 / 9789026585

