


1.Job Title: IT Recruiter
Company: Flexus Soft Services
Experience: Minimum 6 months in recruitment
Salary: ₹50,000 - ₹1.75 LPA
Location: Chennai
Openings: 2

Job Description:

Flexus Soft Services is hiring an IT Recruiter with at least 6 months of experience. Responsibilities include sourcing and pre-screening candidates, conducting interviews, and negotiating job offers. Strong communication and recruitment skills required.

 **Contact:** 8838368771

2.Job Title: HR Generalist / HR Manager / HR Head / Corporate HR
Company: Iplace Consultant
Experience: 10 - 20 years
Salary: ₹20 - 35 LPA
Location: Chennai, Hyderabad, Bengaluru
Openings: 1

Job Description:

Iplace Consultant is hiring for an experienced HR professional to handle HR Generalist functions, recruitment, payroll, employee engagement, performance appraisal, and HR operations. Expertise in non-IT recruitment, talent acquisition, and HR administration is required.

 **Email:** pooja@iplaceconsultant.co.in

3.Job Title: Fresher – HR / Recruitment / Office Coordinator
Company: Iplace Consultant
Experience: 0 - 3 years (Freshers welcome)
Salary: ₹2 - 5 LPA
Location: Chennai, Kolkata, Hyderabad
Openings: 1

Job Description:

Iplace Consultant is looking for a female fresher with strong communication and organizational skills for HR, recruitment, operations, or coordination roles. Responsibilities include hiring, IT recruitment, handling offer letters, and managing Naukri portal. MBA/Marketing/BPO experience is a plus.

 **Email:** jobs3.iplace@gmail.com

4.Job Title: HR Assistant
Company: DigiSME Software Pvt Ltd
Experience: 3 - 5 years
Location: Chennai (Karapakkam)
Openings: 3

Job Description:

DigiSME Software Pvt Ltd is hiring an HR Assistant to support recruitment, employee engagement, compliance, and HR operations. The role involves handling employee records, background checks, and placement drives. Strong knowledge of HR laws and policies is required. Only male candidates preferred.

✉ **Email:** hema.g@digisme.in

5.Job Title: IT Recruiter
Company: Confidential (Posted by Integel Institute of Technology)
Experience: 0 - 4 years
Salary: ₹1.75 - 2.5 LPA (₹15,000 + Incentives for first 6 months)
Location: Velachery, Chennai (Hybrid)
Openings: 30

Job Description:

Seeking a female IT Recruiter to handle sourcing, screening, talent pooling, candidate engagement, and market research. Proficiency in MS Word & Excel required. Languages: Tamil, Telugu, Kannada, or English preferred.

✉ **Email:** swetha982609@gmail.com

6.Job Title: Talent Acquisition Executive
Company: IndiaMART
Experience: 0 - 3 years
Location: Chennai
Openings: 2

Job Description:

Seeking a Talent Acquisition Executive to source, screen, and shortlist candidates via job portals, LinkedIn, and referrals. Collaborate with hiring managers, conduct interviews, manage candidate pipelines, and contribute to employer branding. Strong communication skills and an MBA/PGDM required.

✉ **Email:** anushka.sharma@indiamart.com

7.Job Title: US IT Recruiter

Company: TASA IT SERVICES

Experience: 0 - 2 years


Salary: 1.5 - 4 Lacs P.A.

Location: Tiruchirapalli (Work from Office - Night Shift: 6:30 PM to 4:00 AM)

Openings: 10

Job Description:

Looking for a US IT Recruiter with IT recruitment knowledge, technical research, and sourcing skills. Must have a degree in MCA/BE (CSE/IT/ECE/EEE). Strong communication and technical knowledge required. Quarterly appraisal (₹2K - ₹6K) and incentives offered.

 **Contact:** 6380466499

8.Job Title: Talent Acquisition Executive

Company: Vee Healthtek


Experience: 1 - 3 years

Location: Salem (General Shift)

Openings: 2

Job Description:

Seeking a Talent Acquisition Executive to handle end-to-end recruitment, sourcing, and onboarding. Must assess candidates' skills, qualifications, and experience. Travel for hiring drives required. Prior healthcare hiring experience preferred. Strong networking and communication skills essential.

 **Email:** sreenidhi.s@veehealthtek.com

 **Contact:** 9751009008 (WhatsApp Available)

9.Job Title: HR Executive

Company: Enlist Management Consultants

Experience: 1 - 5 years

Location: Chennai

Job Description:

Seeking an HR Executive to manage HR operations, ensure compliance with employment laws, and stay updated on industry standards. Responsibilities include developing and implementing HR policies, supervising HR staff, and driving strategic HR initiatives. Strong knowledge of labor laws and compliance required.

 **Contact:** 7305068470

10.Job Title: HR Executive & Recruiter (Non-IT)

Company: JRK Research

Experience: 3 - 6 years

Salary: 2 - 3.5 LPA

Location: Abhiramapuram, Chennai

Job Description:

Seeking an HR Executive to manage end-to-end recruitment for the marketing team.

Responsibilities include sourcing, screening, conducting telephonic interviews, coordinating with hiring managers, and handling onboarding. The candidate must ensure smooth recruitment and induction processes.

 **Contact:** 9094200201

11.Job Title: Regional Human Resource Manager

Company: IndiaMART

Experience: 3 - 7 years

Salary: 15 - 20 LPA

Location: Lucknow, Ahmedabad, Coimbatore

Job Description:

Seeking a Regional HR Manager to lead HR operations for the sales function.

Responsibilities include talent acquisition, performance management, employee engagement, training, and compliance. The role involves managing local HR teams and ensuring branch infrastructure and policies align with company objectives.

 **Email:** arpita.gupta@indiamart.com

12.Job Title: Admin Secretary

Company: Bharat Logistics Solutions


Experience: 1 - 5 years

Location: Chennai

Job Description:

Looking for an Admin Secretary to manage files (physical & electronic), coordinate MD's travel, and handle overall administrative activities. The ideal candidate should efficiently manage multiple tasks and priorities while ensuring smooth office operations.

 **Email:** care@bharatlogistics.com

 **Contact:** 9940020561

13.Job Title: HR Fresher


Company: Primus Global Technologies Pvt Ltd


Salary: 2-3 Lacs P.A.

Location: Visakhapatnam, Bengaluru

Job Description:

Primus Global Technologies is hiring highly motivated HR freshers with strong communication skills and enthusiasm to start their careers in Human Resources. Internship experience in HR or related fields is an advantage.

 **Email:** Pmandru@primusglobal.com

 **Contact:** 6361800917

14.Job Title: Recruitment Sourcing Specialist

Company: Allegis Global Solutions (AGS)

Experience: 0 - 4 years


Location: Bengaluru

Job Description:

Allegis Global Solutions is hiring recruiters with 3 months to 4 years of experience in recruitment. Candidates must have strong communication skills and expertise in hiring for GCCs across Banking, Manufacturing, Healthcare, IT, and more. Work in a high-performance environment with top global clients.

Time and Venue: 21st February - 22nd February , 9.30 AM - 3.00 PM

Location: Allegis Global Solutions, Commerce @ Mantri, Level 3, Bannerghatta Road, Bengaluru 560076 Landmark: Next to shoppers stop

 **Contact:** Monika & Manasa – 9113841520

15.Job Title: Human Resource Manager

Company: Times Enterprises

Experience: 3 - 7 years

Salary: ₹1.75 - 3.5 LPA

Location: Hosur (WFH can be considered)

Job Description:

Times Enterprises is hiring an HR Manager for a small-scale manufacturing company in SIPCOT, Hosur. The role involves candidate recruitment and HR operations. Proficiency in Tamil, Kannada, and Hindi is required.


 **Contact:** Ajay – 9986580063

16.Job Title: HR Admin
Company: Career Tree HR Solutions
Experience: 6 - 10 years
Location: Chennai

Job Description:

Career Tree HR Solutions is hiring an HR Admin to oversee transport, food, security, guest houses, and facilities. Responsibilities include managing routes, vendors, hygiene, safety, maintenance, and employee concerns while ensuring compliance and smooth operations.

 **Email:** sarath@career-tree.in

 **Contact:** 6374820380

17.Job Title: Technical Recruiter
Company: Wissen Technology
Experience: 2 - 7 years
Location: Hybrid (Bengaluru, Mumbai - All Areas)

Job Description:

Wissen Technology is hiring a Technical Recruiter with end-to-end recruitment experience in technology and product hiring. Responsibilities include sourcing qualified candidates, conducting interviews, negotiating offers, and collaborating with hiring managers. Strong communication, problem-solving skills, and knowledge of job portals are required.

 **Email:** bharanidharan.k@wissen.com

18.Job Title: Administration Executive
Company: Grinntech Motors And Services Pvt Ltd
Experience: 1 - 3 years
Salary: ₹3,00,000 - ₹5,00,000 per year
Location: Ambattur, Chennai

Job Description:

Grinntech is hiring an Administration Executive to oversee daily factory operations, vendor management, compliance, and facility maintenance. The role involves handling office administration, ensuring safety regulations, and coordinating with departments. Strong organizational and communication skills are required.

 **Email:** career@grinntech.com


19.Job Title: Accounts and Administration Manager
Company: Pronto Franchising Pvt Ltd
Experience: 5+ years

Salary: ₹35,000 - ₹51,000 per month

Location: Kotturpuram, Chennai

Job Description:

Pronto Franchising is hiring an Accounts and Administration Manager to oversee accounting, compliance, and multi-location operations. Responsibilities include managing a team, handling Tally, GST, TDS, tax filings, vendor coordination, store audits, and property management. Strong leadership and communication skills required.

 **Contact:** +91 9811035226

20.Job Title: Admin Assistant (Female)

Company: My Placement Management Consultants


Experience: Freshers welcome

Salary: ₹12,000 - ₹18,000 per month + Bonus

Location: Tiruppur, Tamil Nadu

Job Description:

My Placement Management Consultants is hiring an **Admin Assistant** for NITPRO INFO TEK. Responsibilities include handling emails, phone calls, Excel reports, company records, scheduling, and office documentation. Candidates must have a **Bachelor's degree, strong English communication skills, and Excel proficiency. Bus facility available.**

 **Contact:** 8248698989

21.Job Title: Administration Officer

Company: Emerging Alliance


Experience: Minimum 10 years in administration/office management

Salary: ₹10,439 - ₹20,000 per month

Location: Anna Nagar East, Chennai, Tamil Nadu

Job Description:

Emerging Alliance is hiring an **Administration Officer** to manage office supplies, documentation, meetings, HR & finance support, vendor coordination, and communication. Proficiency in **MS Office (Word, Excel, PowerPoint)** and **strong organizational skills** are required. **Monday-Friday, Day shift. Health insurance & PF provided.**

 **Contact:** 7845298646

22.Job Title: Receptionist/Office Assistant

Company: Perfect Soft Solutions


Experience: Fresher or 1-2 years (Preferred)

Salary: ₹8,871 - ₹19,403 per month

Location: Gandhipuram, Coimbatore, Tamil Nadu

Job Description:

Perfect Soft Solutions is hiring a **Receptionist/Office Assistant** to handle front desk operations, customer relationship management, follow-ups on payments, quotations, team coordination, and administrative support. **Fluency in English & MS Office required. Day shift. Provident Fund & mobile reimbursement provided.**

 **Contact:** 86829 05727

23.Job Title: Front Office Associate

Company: CITRUS RESORTS CHENNAI PVT LTD (a brand of Sabari)


Experience: Minimum 1 year (Hotel experience mandatory)


Salary: ₹12,000 - ₹16,000 per month

Location: Sriperumbudur, Chennai, Tamil Nadu

Job Description:

CITRUS RESORTS is hiring a **Front Office Associate** to handle guest check-ins, reservations, room assignments, guest relations, staff supervision, and problem resolution. **Rotational shifts. Food & accommodation provided. Health insurance & PF benefits included.**

 **Email:** hr.citrus@vedicvillagehotels.in

 **Contact:** 8012530042 / 8714642707

24.Job Title: HR Recruiter

Company: VISION GLOBAL ITES PRIVATE LIMITED

Experience: Recruitment experience required (US recruitment is a plus)

Salary: ₹18,000 - ₹22,000 per month

Location: Coimbatore District, Tamil Nadu

Job Description:

VISION GLOBAL ITES is hiring an **HR Recruiter** to handle end-to-end recruitment. The ideal candidate should have **strong English communication skills** and prior recruitment experience. **US recruitment and willingness to work in the afternoon shift (12 PM - 9 PM) are added advantages. Work from office. PF benefits included.**

 **Email:** hrmanager@visionglobalbpo.com

 **Contact:** 9384855849

25.Job Title: HR-IR/Industrial HR (Seafood Industry)

Company: Monsoon Bounty Food Manufacturing Private Limited

Experience: 6+ years in HR, 5+ years in recruitment (Non-IT)

Salary: Up to ₹35,000 per month

Location: Gummidipoondi, Chennai, Tamil Nadu

Job Description:

We are hiring an **HR-IR professional** for our seafood manufacturing and export industry. Responsibilities include **recruitment, labor law compliance (ESI, PF), grievance handling, policy development, conflict resolution, and workforce management. Shared accommodation and subsidized food available.**

 **Email:** jobkhazana1@gmail.com

26.Job Title: Senior IT Recruiter

Company: VDart Technologies Pvt Ltd

Experience: 3 to 5 years in IT Recruitment

Salary: Open for the right candidate

Location: Trichy, Tamil Nadu

Job Description:

VDart Technologies Pvt Ltd is hiring **IT Recruiters/Senior IT Recruiters** with **strong IT recruitment skills** and **good communication abilities**. Candidates with **immediate to 15 days' notice** are preferred. **3 positions available!**

 **Apply Now!** Send your CV via WhatsApp: **+91-9500636936**

27.Job Title: Human Resources Intern

Company: CDP360 Technologies Pvt Ltd


Experience: Freshers/Pursuing HR-related degree

Salary: Stipend (as per company norms)

Location: Thoraipakkam, Chennai

Job Description:

CDP360 Technologies Pvt Ltd is hiring **HR Interns** for a **3-6 month onsite internship**. Responsibilities include **recruitment support, onboarding, employee engagement, HR operations, and compliance**. Candidates must have **strong communication and MS Office skills**.

 **Apply Now!** Send your resume to anu@cdp360.com

28.Job Title: HR Intern
Company: Neela Vaanam
Experience: Freshers/Any Graduate
Salary: As per company norms
Location: Remote (Chennai)

Job Description:


Neela Vaanam is hiring **HR Interns** for a **full-time remote role**. Responsibilities include **HR management, policy implementation, personnel management, and employee benefits administration**. Candidates should be **eager to learn and contribute to HR processes**.

 **Apply Now!** Send your resume to saibabaorg57@gmail.com or WhatsApp +91-9025389103

29.Job Title: US IT Recruiter
Company: Vagus Technologies Pvt Ltd
Experience: 0 - 5 years (Freshers & Experienced)
Location: Tiruchirapalli/Trichy (Work from Office)

Job Description:



Vagus Technologies is hiring **US IT Recruiters!** Candidates must have **good English communication skills** and hold a **technical degree**. Freshers and experienced professionals (**minimum 1 year**) are welcome to apply.

 **Apply Now!** Send your resume to ssamy@vagustech.com

30.Job Title: Admin Executive (Experienced)
Company: Savista
Experience: 3 - 6 years
Location: Chennai

Job Description:

Savista is hiring an **Admin Executive - CSG!** The role includes **managing daily operations, overseeing pantry, housekeeping, and security staff, cafeteria & event management, office equipment maintenance, employee engagement, and asset movement control**. Candidates must have **3+ years of admin experience, good communication skills, and MS Office proficiency**. **Night & day shifts** applicable.

 Apply now: ambika.mohan@savistarc.com
 Contact: 7708240526

31.Job Title: IT Recruiter

Company: HirePro (Posted by Careernet)

Experience: 1 - 4 years

Location: Coimbatore

Job Description:

HirePro is looking for an **IT Recruiter** with **1+ years of experience** in **IT recruitment, technical hiring, or IT hiring**. The role requires **strong communication, interpersonal skills, and industry knowledge**. Candidates should be **highly energetic, motivated, and have good presentation skills**. **Shift:** 9:00 AM - 6:00 PM. **MBA or equivalent qualification preferred.**

 Apply now: rupal.kanchan@careernet.in

