








1. Job Title: Recruiter**Company:** Town and City Developers (Part of KG Group) **Location:** Coimbatore, Tamil Nadu **Salary:** ₹3,00,000 - ₹3,60,000 per annum **Experience:** 4-6 years**Job Description:**

We seek a skilled Recruiter with expertise in bulk hiring, LinkedIn sourcing, and job portals. Strong communication, negotiation, and interpersonal skills are essential. Responsibilities include end-to-end recruitment, candidate sourcing, screening, and offer negotiation. Stay updated on industry trends and ensure compliance with hiring regulations.

 **Email:** sindhu.c@townandcitydevelopers.com**2. Job Title:** Admin Assistant (Preferably Female)**Company:** Deceler Vibrotek Controls Pvt. Ltd. **Location:** Chennai, Tamil Nadu **Salary:** ₹8,000 - ₹12,000 per month **Experience:** Freshers & Experienced**Job Description:**

Deceler Vibrotek Controls seeks an Admin Assistant to handle office administration, file and record maintenance, material purchasing, and office upkeep. Candidates should be detail-oriented with good organizational skills. This full-time, on-site role ensures smooth administrative operations at our Chennai office.


 **Email:** hr@deceler.in **Contact:** Santosh (Manager - HR) | 9994180599**3. Job Title:** IT Recruiter**Company:** Vy Systems Private Limited **Location:** Chennai (Valasaravakkam) **Experience:** Freshers - 1 Year **Salary:** As per industry standards**Job Description:**

Vy Systems is hiring an IT Recruiter to manage job postings, source candidates, conduct screening interviews, coordinate technical assessments, and assist in onboarding. Candidates should have strong communication skills and a keen interest in recruitment. Immediate joiners preferred.


 **Email:** monica.n@vysystems.com **Contact:** Monica | 8925811771

4. Job Title: HR Executive

Company: Logix Incorporation

 **Location:** Chennai (Remote Work)

 **Experience:** Relevant HR experience preferred

 **Salary:** To be discussed after interview

Job Description:


Logix Incorporation is hiring an HR Executive to handle recruitment, onboarding, employee documentation, and HR coordination. Responsibilities include sourcing candidates, scheduling interviews, managing records, and ensuring smooth HR operations. Strong communication, organizational skills, and prior HR experience preferred.


 **Email:** kabirhaldar4444@gmail.com


 **Contact:** Kabir Haldar | 9088667859

5. Job Title: HR Recruiter (Male)

Company: StepsNStoreyz Housing Pvt Limited

 **Location:** Siruseri, Chennai, Tamil Nadu

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

 **Experience:** 1 year in recruiting (preferred)


Job Description:


StepsNStoreyz Housing Pvt Ltd is hiring an HR Recruiter to manage recruitment, employee relations, and HR tasks. Responsibilities include sourcing candidates, conducting interviews, and supporting employee engagement. A strong understanding of HR functions and labor laws is preferred. Benefits include food and a performance bonus.

 **Email:** hr.prajeethsns@gmail.com

6. Job Title: Bench Sales Recruiter

Company: Maatrom HR Solution


 **Location:** Saligramam, Chennai, Tamil Nadu


 **Salary:** ₹45,000 - ₹80,000 per month

 **Experience:** 4+ years

Job Description:


Maatrom HR Solution is hiring a Bench Sales Recruiter to manage US IT staffing, vendor coordination, and candidate placement. Responsibilities include sourcing, screening, and negotiating contracts. Strong communication, knowledge of US tax terms, and experience with job portals like Dice, Monster, and LinkedIn are required. Work in US shift (CST), Monday to Friday.


 **Email:** yaswanth@maatromhrservices.com

 **Contact:** 8939830742

7.Job Title: HR Executive (Generalist)

Company: M/S Rank Projects and Development Pvt Ltd


 **Location:** Saidapet, Chennai, Tamil Nadu

 **Salary:** ₹30,000 - ₹35,000 per month

 **Experience:** 3 - 7 years

Job Description:


M/S Rank Projects is hiring an HR Generalist Executive with experience in Construction, Manufacturing, or Non-IT industries. Must be proficient in recruitment, employee onboarding, and database management. Strong Excel and documentation skills are essential. Hindi-speaking candidates preferred. Full-time role with a competitive salary.


 **Email:** hr.operations@rankprojects.com

 **Contact:** 8925819641

8.Job Title: HR Recruiter

Company: Integel Institute of Technology


 **Location:** Velachery, Chennai, Tamil Nadu

 **Salary:** ₹15,000 per month

 **Experience:** Fresher

Job Description:

Integel Institute of Technology is hiring an HR Recruiter to manage the full recruitment lifecycle. Responsibilities include sourcing candidates, conducting interviews, coordinating with hiring managers, and ensuring a seamless hiring process. Strong communication and organizational skills are required. Work-from-home option and Provident Fund benefits available.

 **Contact:** Lakshu HR – 8838255443

9.Job Title: IT Recruiter

Company: SP Staffing Services

 **Location:** Chennai

 **Experience:** 2 to 6 years


Job Description:


SP Staffing Services is hiring an IT Recruiter with experience in IT recruitment, team handling, and client relationship management. Responsibilities include sourcing candidates, screening resumes, mass hiring, and end-to-end recruitment. Strong communication, negotiation, and networking skills are essential. Prior experience in corporate or consulting recruitment is preferred.


 **Email:** dpresumes5@gmail.com

10.Job Title: HR IT Recruiter (Domestic) – Immediate Joiners Preferred

Company: Golden Opportunities Pvt Ltd


 **Location:** Anna Nagar, Chennai

 **Salary:** ₹1-3 LPA

 **Experience:** 3 months – 3 years

Job Description:


Golden Opportunities Pvt Ltd is hiring an HR IT Recruiter to source, screen, and hire IT talent. Candidates must have IT recruitment experience, strong communication skills, and be proficient in recruitment tools. Immediate joiners within a 15 km radius preferred. Benefits include PF, ESI, incentives, and a 5-day workweek.

 **Contact:** Prashanth HR – 9360810536 (Call/WhatsApp)

11.Job Title: Supervisor / HR Trainee

Company: Sruthi Total HR Solutions


 **Location:** Ekkaduthangal, Alandur, Chennai

 **Salary:** ₹2-2.5 LPA

 **Experience:** 1-3 years

Job Description:

Sruthi Total HR Solutions is hiring a Supervisor/HR Trainee to manage manpower at client sites. Responsibilities include recruitment, interviews, staff attendance, and employee communication. Male candidates with their own transport preferred.

 **Contact:** 9566225777

12.Job Title: HR Executive & Generalist (Walk-In Interview)

Company: NU Technology


 **Location:** Taramani, Chennai

 **Experience:** 1-2 years

Job Description:

NU Technology is hiring an HR Executive to manage onboarding, BGV, employee records, and HR operations. Responsibilities include attendance tracking, compliance, employee engagement, and office administration.

Walk-in Interview: Feb 25-26, 9 AM - 4 PM, at NULogic, 9th Floor, Tichel Bio Park, CSIR Road, Chennai. Immediate joiners preferred.

 **Contact:** Aswini – 7305000318

13.Job Title: HR Admin/HR Recruiter

Company: CloudPaths


Location: Chennai

Experience: 0-2 years

Job Description:

CloudPaths is hiring a dynamic HR cum Admin Executive to handle recruitment, onboarding, and HR operations while also managing administrative tasks, facilities, and daily operations. Ideal for candidates eager to contribute to both HR and office management functions.

 **Email:** nancy.precilla@cloudpaths.com


 **Contact:** Nancy – 9840828323

14.Job Title: Talent Acquisition Specialist

Company: IndiaFilings Pvt Ltd

 **Location:** Chennai

 **Salary:** Up to 3 LPA (Based on Interview Performance)

 **Experience:** 1-6 years

Job Description:

IndiaFilings is hiring a Talent Acquisition Specialist to manage end-to-end recruitment, including sourcing, screening, and interviewing candidates. Responsibilities include developing job descriptions, coordinating with managers, and ensuring a smooth hiring process. Candidates with strong communication skills and recruitment experience are preferred.

Walk-in: Feb 24-26, 9:30 AM - 5:30 PM at RR Towers 4, Guindy.

 **Contact:** Smrithy – 8925518987

15.Job Title: HR Recruiter (Female)

Company: JTS Jobs Consultancy

 **Location:** Tambaram Sanatorium, Chennai

 **Salary:** Based on Experience

 **Experience:** 1-2 years

Job Description:


JTS Jobs Consultancy is hiring an HR Recruiter (Female) to handle end-to-end recruitment. Responsibilities include sourcing, screening, and coordinating interviews. Candidates from Tambaram, Sanatorium, Pallavaram, or Chrompet are preferred.

Walk-in: Feb 24 - Mar 1, 10 AM - 2 PM at #No 10, Station Road, Durga Street, Tambaram Sanatorium. Bring your resume.

 **Contact:** 9789026585 / 7397294328

16.Job Title: HR and Administration Lead

Company: VJR Developers


 **Location:** Arumbakkam, Chennai

 **Experience:** 5-8 years

Job Description:

VJR Developers is hiring an HR and Administration Lead to oversee employee management and maintain HR records. Responsibilities include handling recruitment, employee relations, payroll, and administrative tasks. Strong leadership and communication skills required.

Walk-in: Feb 24 - 26, 9:30 AM - 5:30 PM at VJR Developers, 3 Redsun Square, Durga Street, 2nd Floor, Sakthi Nagar, Arumbakkam, Chennai - 106.

 **Contact:** 9941344422

17.Job Title: HR Generalist (SAP HCM)


Company: Amrutha Business Solutions

 **Location:** MRC Nagar, Mandaveli, Madhavaram, Chennai

 **Experience:** 2-3 years

Job Description:

Amrutha Business Solutions is hiring an HR Generalist with expertise in **SAP HCM**. Responsibilities include managing the full payroll cycle in SAP, preparing statutory & compliance reports, handling recruitment, onboarding, and exit formalities. Knowledge of **Employment Acts** (Wages, EPFO, ESI) and experience in **vendor & contract management** is required.

 **Contact:** 7397778265

18.Job Title: HR Executive & Generalist

Company: G D Naidu Charities


 **Location:** Coimbatore

 **Salary:** 1-4 LPA

 **Experience:** 3-8 years

Job Description:

G D Naidu Charities is hiring a **male HR Executive & Generalist** with experience in **payroll processing** and **statutory compliances**. Responsibilities include developing HR strategies, conducting induction sessions, manpower planning, updating SOPs, ensuring ESI/PF payments, maintaining personnel files, and handling exit formalities. Candidates must have **MBA/MSW/MA(HR)** qualifications. **Perks:** ESI, PF, Bonus.

 **Contact:** 8754033337

19. Job Title: HR Executive

Company: Talent Corner HR Services

 **Location:** Chennai, Hyderabad, Pune

 **Salary:** 3-6 LPA

 **Experience:** 2-5 years


Job Description:


Talent Corner HR Services is hiring an **HR Executive** with **3+ years of HR experience**, preferably in **KPO recruitment**. Key responsibilities include **recruitment, branch management, onboarding, exit process, employee engagement, and interview handling**. Candidates must have **MBA (HR) or a PG degree** with strong communication skills.

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

20. Job Title: HR Recruiter (Work from Home)

Company: Abhi Resource Management


 **Location:** Chennai, Hyderabad, Delhi/NCR

 **Salary:** 1-2.5 LPA (Commission-based or fixed for experienced candidates)

 **Experience:** 1-7 years

Job Description:

Abhi Resource Management is hiring **HR Recruiters (Work from Home)** on a **commission basis**. Fixed salary available for experienced candidates. Must have **1+ years of experience in healthcare recruitment**, specifically in hiring **doctors, nurses, and other healthcare professionals**. Strong **communication, fluency, and convincing skills** required.

 **Contact:** 9415408154

21. Job Title: IT Recruiter / Sr. IT Recruiter


Company: FirstMeridian Business Services Ltd


 **Location:** Chennai (Nandanam) / Bangalore (Infantry Road, Shivaji Nagar)

 **Experience:** 2-4 years

Job Description:

FirstMeridian is hiring **IT Recruiters / Sr. IT Recruiters** for **permanent placements**. This is a **work-from-office role (5 days/week)**. Responsibilities include **end-to-end recruitment (sourcing to onboarding)** and achieving revenue targets. **Immediate joiners preferred**.


 **Email:** raghu.rashinkar@firstmeridian.com

 **Contact:** 9845591432

22. Job Title: Onboarding Manager

Company: Leading ITES Company (Posted by Outpace Consulting Services)

 **Location:** Chennai / Kolkata

 **Salary:** 10-15 LPA

 **Experience:** 8-13 years


Job Description:


Looking for an **Onboarding Manager** to oversee **Workday system administration, global onboarding coordination, compliance, and employee engagement**. Responsibilities include managing **onboarding workflows, cross-functional collaboration, process improvements, and analytics**. Requires strong **Workday expertise, HR knowledge, and global compliance experience**.

 **Contact:** WhatsApp 'Hi' @ 9151555419

23. Job Title: HR Executive & Recruiter


Company: Vision Global


 **Location:** Ramanathapuram, Trichy Road, Coimbatore

 **Experience:** Minimum 5 years

Job Description:

Looking for an **HR Executive & Recruiter** with strong experience in **recruitment, onboarding, payroll administration, and statutory compliance**. **Fluent English communication** is mandatory. The role is based in **Coimbatore** with a leading ITES company.

 **Email:** hrmanager@visionglobalbpo.com

 **Contact:** 9384855849


24. Job Title: HR Executive (Female Only) – Direct Walk-in


Company: Six Sigma Soft Solutions

 **Location:** Nungambakkam, Chennai

 **Email:** Not Provided

 **Contact:** Sandra – 6383463275

 **Salary:** ₹1.25 - 2 LPA


 **Experience:** Freshers (0 years)

Job Description:

Looking for **female candidates** to handle **background verification, document collection & verification (ID, address, education, experience), and offer letter generation**. **Hindi-speaking candidates** are required.

Walk-in Details:

 **Date:** 24th - 28th Feb

 **Time:** 10 AM - 1 PM

 **Venue:** TMA Tower, No.19, 2nd Floor, Dr. Thirumurthy Nagar Main Road, Nungambakkam, Chennai – 600034

25.Job Title: Recruitment Executive

Company: Lead HR Services Pvt Ltd

 **Location:** T. Nagar, Chennai


 **Experience:** 3 to 10 years


Job Description:

Looking for a **Recruitment Executive** to handle **end-to-end NON-IT recruitment**, understand client requirements, source profiles from **job portals, references & social media**, schedule interviews, and follow up until offer release. **Strong communication skills required.**

Walk-in Details:

 **Date:** 22nd Feb - 3rd Mar

 **Time:** 9:30 AM - 5:30 PM


 **Venue:** Chall Mall Complex, Pandy Bazaar, T. Nagar, Chennai – 600017


 **Email:** careers@leadhr.net

 **Contact:** Ms. R. Lakshmi – 99406 32343

26.Job Title: HR Executive

Company: Viari Exports

 **Location:** Velappanchavadi, Chennai


 **Salary:** As per industry standards

 **Experience:** 3 to 6 years

Job Description:


Seeking an **HR Executive** with expertise in **manpower planning, bulk hiring, onboarding, training & development, performance appraisal, employee engagement, statutory compliance, grievance handling, and exit process**. Experience in **bulk hiring within manufacturing** is preferred. **Good communication, computer & HR skills required. Male candidates preferred.**


 **Email:** hr@viariexports.com

 **Contact:** 7358011158

27. Job Title: IT Recruiter

Company: Orcapod Consulting Services


 **Location:** Remote (Permanent Work from Home)


 **Salary:** ₹50,000 - ₹2 LPA (Incentive + Mobile Reimbursement)

 **Experience:** 1 to 4 years

Job Description:

Hiring **Female IT Recruiters** with **2-4 years of experience** in **end-to-end technical recruitment**. Strong skills in **analytics and healthcare domain** preferred. Must have **good communication & interpersonal skills**. **Laptop & WiFi required**. **Monday-Saturday; 2nd & 4th Saturday Off**. **Career gap/Maternity break candidates welcome**.


 **Email:** parameswari.u1@orcapod.work

 **Contact:** 9618720837

28. Job Title: Assistant Manager/Manager - Human Resources

Company: Gokaldas Exports

 **Location:** Krishnagiri

 **Experience:** 10 to 15 years

Job Description:

Seeking an experienced **HR professional** to manage **recruitment & onboarding** of blue-collar and white-collar employees. Ensure **compliance with labor laws** (Factories Act, Shops & Establishments Act). Drive **employee engagement initiatives** to boost motivation and reduce absenteeism. Oversee **payroll processing, attendance tracking & leave management**.

 **Email:** recruitment@gokaldasexports.com

29. Job Title: IT Recruiter (Freshers Only)

Company: Ontime Solutions


 **Location:** Chennai (Hybrid)

 **Experience:** Freshers (Minimum 6 months internship)

Job Description:

Ontime Solutions is hiring **freshers** for the role of **IT Recruiter**. Candidates must have a **minimum of 6 months internship experience**. Educational qualification: **BBA + MBA, BBM + MBA, BSc (Computers) + MBA**. **Immediate joining** preferred. If interested, share your CV today!


 **Email:** hrd9@ontimesolutions.in


 **Contact:** 7204275811

30.Job Title: Field Recruiter / Senior Field Recruiter

Company: TeamLease


 **Location:** Nungambakkam, Chennai

 **Salary:** Up to ₹28K (Take Home) + Incentives

 **Experience:** Minimum 1 year in **Non-IT Recruitment**

Job Description:

TeamLease is hiring **Field Recruiters** for **bulk hiring**. The role involves **blue-collar hiring**, conducting interviews via **phone and in-person**, and managing the recruitment process efficiently. **Women candidates preferred**. Interested? Call or WhatsApp now!

 **Contact:** D Victor HR – 8056400927

