

1.Job Title: Junior Admin Executive / Associate General Admin

Company: Synthesis Healthcare Services LLP

Location: 2nd Floor, Prakash Towers, 141, OMR, Kottivakkam, Chennai – 600041

Experience: MBA Fresher

Salary: ₹13,100 – ₹15,500/month

Shift: Night Shift (US Shift)

Job Type: Full-Time

Responsibilities:

- Manage office administration, housekeeping, and maintenance.
- Coordinate transport, travel, and procurement of office supplies.
- Maintain records, handle correspondence, and oversee CCTV activities.
- Assist in staff meetings and vendor coordination.

Contact: +91 9176332863

2.Job Title: Human Resources Generalist

Company: Rurutek Private Limited

Location: Mahindra World City, Chengalpattu, Tamil Nadu

Experience: 5-6 Years

Salary: [As per industry standards]

Job Type: Full-Time

Responsibilities:

- Manage recruitment, employee relations, and HR operations.
- Implement HR policies and ensure compliance with labor laws.
- Oversee performance management and benefits administration.
- Handle confidential data with integrity.

Email: admin@rurutek.com / hr@rurutek.com

3.Job Title: Recruiter

Company: Town and City Developers (TNCD)

Location: Coimbatore, Tamil Nadu

Experience: 4-6 Years

Salary: ₹3,00,000 - ₹3,60,000 per annum

Job Type: Full-Time

Responsibilities:

- Handle end-to-end recruitment, including bulk hiring.
- Source candidates via job portals, LinkedIn, and referrals.
- Conduct screenings and manage interview coordination.
- Collaborate with hiring managers on staffing needs.

Email: sindhu.c@townandcitydevelopers.com

4.Job Title: HR Manager – Immediate Joiners
Company: Sanvi Engineering and Business Consulting Solutions
Location: Chrompet, Chennai
Experience: 5+ Years
Salary: ₹50,000 - ₹60,000 per month
Job Type: Full-Time

Responsibilities:

- Oversee recruitment, onboarding, and HR policies.
- Manage employee relations, engagement, and compliance.
- Develop talent management and workforce strategies.
- Ensure regulatory compliance and HR best practices.

Contact: 9176033506 / 9791033506

5.Job Title: Human Resources Executive
Company: S INFOTECH
Location: Raheja Towers, Anna Salai, Chennai
Experience: 3-5 Years
Salary: ₹25,000 - ₹30,000 per month
Job Type: Full-Time

Responsibilities:

- Manage payroll, employee records, and HR administration.
- Oversee recruitment, onboarding, and compliance.
- Handle grievance management and employee relations.
- Coordinate office administration and HR tasks.

Email: info@s-infotech.com

6.Job Title: Zonal Recruitment Lead
Company: G4S Secure Solutions India Pvt. Ltd.
Location: Tamil Nadu, Kerala, Puducherry
Experience: 5-7 Years
Salary: ₹60,000 per month
Job Type: Full-Time

Responsibilities:

- Lead blue-collar recruitment for security operations.
- Conduct mass hiring drives and manage talent pipelines.
- Ensure compliance with labor laws and company policies.
- Collaborate with regional HR and operations teams.

Contact: Abhay Mulik | +91 9972877452 | abhay.mulik@in.g4s.com

7.Job Title: Statutory Compliance – PF, ESIC, PT & LWF

Company: Pragnaa Shree Venture India Pvt. Ltd.

Location: Kanchipuram, Tamil Nadu

Experience: 2+ Years

Salary: ₹20,000 - ₹27,000 per month

Job Type: Full-Time, Permanent

Responsibilities:

- Handle PF, ESIC queries and challan generation.
- Manage statutory reports and compliance forms (3A, 11, 19).
- Ensure timely statutory compliance.

Email: flexisupport@pragnaa.in

8.Job Title: HR Intern

Company: Imperium Management Solution

Location: Ashok Nagar, Chennai, Tamil Nadu

Experience: Fresher

Salary: ₹6,000 - ₹10,000 per month

Job Type: Full-Time, Permanent

Responsibilities:

- Design and update job descriptions.
- Source candidates and screen resumes.
- Conduct interviews and shortlist candidates.
- Advertise job openings on various platforms.

Eligibility: Age below 24, good communication, formal attire for the interview.

Contact: HR Alex – 6385143814 | WhatsApp/call

Email: imperiumhr@gmail.com

9.Job Title: HR & Admin Manager

Company: Yuti

Location: Chromepet, Chennai, Tamil Nadu

Experience: Minimum 4 years in HR & Admin

Salary: ₹22,000 - ₹35,000 per month

Job Type: Full-Time, Permanent

Responsibilities:

- Develop and implement HR policies and strategies.
- Manage recruitment, onboarding, and performance appraisals.
- Ensure compliance with labor laws and regulations.
- Oversee payroll, benefits, and employee engagement programs.

Contact: 7305988418

Walk-in Address: No 52, Tannery Adam Street, Nagalkeni, Chromepet, Chennai 600044

Email: hr@yuti.com

10.Job Title: Human Resources Manager

Company: Infolexus Solutions

Location: Coimbatore, Tamil Nadu

Experience: Relevant HR experience required

Salary: ₹14,161 - ₹50,876 per month

Job Type: Full-Time, Permanent

Responsibilities:

- Manage recruitment, hiring, and onboarding.
- Handle employee relations, payroll, and benefits.
- Develop HR policies and training programs.
- Ensure compliance with labor laws and company culture.

Contact: Monika - 8148293680

Email: hr@infolexus.com

11.Job Title: Human Resource Officer

Company: Fresh2Day

Location: Gopalapuram, Chennai, Tamil Nadu

Experience: Relevant experience preferred

Salary: ₹20,000 - ₹40,000 per month

Job Type: Full-Time

Responsibilities:

- Source, screen, and recruit candidates for operational roles.
- Handle onboarding formalities and employee documentation.
- Support order preparation and workforce planning.
- Manage HR generalist activities, including payroll and grievances.

Contact: HR - 9944754929 / 7845904928

Email: kathijabegam.k@fresh2day.com

12.Job Title: HR Recruiter (Female)
Company: Suraj and Co
Location: Ramanathapuram, Coimbatore, Tamil Nadu
Experience: Minimum 6 months in recruitment
Salary: ₹12,000 - ₹15,000 per month
Job Type: Full-Time, Permanent

Responsibilities:

- Source, screen, and recruit candidates.
- Manage end-to-end hiring processes.
- Coordinate interviews and follow-ups.
- Maintain candidate databases and reports.

Contact: 7418502211
Immediate joiners preferred.

13.Job Title: Human Resource Intern
Company: Sri Sangamam Properte
Location: West Tambaram, Chennai, Tamil Nadu
Experience: Freshers/MBA, BBA, B.Com graduates
Salary: From ₹5,000 per month
Job Type: Internship (3 months)

Responsibilities:

- Assist in sourcing and screening candidates.
- Schedule interviews and coordinate onboarding.
- Maintain employee records and job postings.
- Support HR activities and documentation.

Contact: Soundarya - 7358475019
Benefits: Certification, travel allowance, and potential for a permanent role.

14.Job Title: Human Resources Manager (Male)
Company: ARASFIRMA
Location: Avinashi, Tiruppur, Tamil Nadu
Experience: 5+ years in HR leadership (Manufacturing sector preferred)
Salary: ₹2,40,000 - ₹4,20,000 per year
Job Type: Full-time, Permanent

Responsibilities:

- Oversee recruitment, onboarding, and performance management.
- Manage payroll, compliance, and employee relations.
- Develop HR policies and training programs.

Contact: +91 95147 55565

Email: hr@arasfirma.com

Benefits: Health insurance, paid time off, PF, and more.

15.Job Title: HR Assistant (Female)

Company: Chemin Enviro Systems Pvt. Ltd.

Location: Perundurai, Tamil Nadu

Experience: 1+ year in HR & administration

Salary: ₹15,000 - ₹20,000 per month

Job Type: Full-time, Permanent

Responsibilities:

- Manage employee travel arrangements and coordination.
- Maintain and update employee records.
- Handle HR documentation and filing.

Contact: +91 95855 44163

Benefits: Food provided, health insurance, PF, yearly bonus.

16.Job Title: HR & Business Development Associate

Company: Artelia Consulting Engineers Limited

Location: Chennai, Tamil Nadu

Experience: 0-2 years in HR, recruitment, or business development

Salary: Competitive package

Job Type: Full-time

Responsibilities:

- Source and match candidate profiles for tenders.
- Create high-quality CVs for experts across regions.
- Support business development and HR activities.

Contact: +91 98407 01512 (WhatsApp only)

Email: ace@arteliagroup.com

Immediate joining preferred.

17.Job Title: HR - Hospital Recruiter (Male Only)

Company: MIOT International

Location: Manapakkam, Chennai

Experience: 4-7 years in hospital recruitment

Job Type: Full-time

Responsibilities:

- Handle hospital recruitment processes.
- Willingness to travel as required.

Walk-in Date: 3rd - 9th March (Mon-Sat), 9:30 AM - 12:00 PM

Venue: 4/112, Mount Poonamallee Rd, Sathya Nagar, Manapakkam, Chennai - 600089

Contact: 7299068984 (WhatsApp)

Email: dhivya-hr@miotinternational.com

18.Job Title: IT Recruiter (Jr/Sr)

Company: Kaldan Softech

Location: Ashok Nagar, Chennai

Experience: 6 months - 3 years

Salary: As per company norms

Job Type: Full-time

Responsibilities:

- Handle end-to-end IT recruitment processes.
- Source, screen, and shortlist candidates.

Walk-in Date: 27th Feb - 1st March, 9:30 AM - 5:30 PM

Venue: 4th Floor, Kalyani Tower, 174C, 2nd St, Sarvamangala Colony, Ashok Nagar, Chennai - 600083

Contact: 7418847884

Email: mahendiran@kaldan.co

19.Job Title: HR Recruiter (Bulk Hiring) – WFO Only

Company: IKS Health

Location: Airoli, Navi Mumbai / Coimbatore

Experience: 1-2 years (Bulk hiring preferred)

Salary: As per company policy

Shift: Day shift

Qualification: Any Graduate/Postgraduate

Responsibilities:

- Handle end-to-end bulk hiring recruitment.
- Source, screen, and shortlist candidates.

Immediate Joiners Preferred

Contact: 7208274965

20.Job Title: HR Recruiter – Walk-in Interview

Company: IndiaFilings Pvt Ltd (EQL FinTech)

Location: Guindy, Chennai

Experience: 2-5 years (End-to-end recruitment / Non-IT recruitment)

Salary: Up to 3 LPA (Based on skills & interview performance)

Responsibilities:

- Handle end-to-end recruitment & bulk hiring.
- Manage internship programs.
- Conduct interviews & source candidates.

Perks: PF, ESI, Incentives, Insurance

Walk-in: 1st-2nd March, 10 AM - 4 PM IndiaFilings Pvt Ltd (EQL FinTech) RR Towers 4, 8th Floor, TVK Industrial Estate, Guindy - 600032.

Contact: Smrithy – 8925518987

21.Job Title: HR Recruiter (Freshers - WFO)

Company: HireWorks Recruitment Consultants Pvt Ltd

Location: Arumbakkam, Chennai (Opp. CMBT Bus Stand)

Experience: 0-1 year (Freshers Only)

Salary: ₹12,300 + ₹500 (Laptop) + ₹5000 (Variable) + PF (CTC: ₹20K+ Incentives)

Responsibilities:

- Source candidates via job boards & social media.
- Manage recruitment & onboarding processes.
- Communicate applicant feedback to management.

Eligibility: 2023/24/25 Graduates (Laptop mandatory)

Walk-in Interview

Contact: Neela HR – 9710978089

22.Job Title: Human Resource Executive

Company: Pentagon Apparels

Location: Rajapalayam

Experience: 4-7 years

Salary: ₹3.5 - ₹3.75 LPA

Responsibilities:

- Manage payroll, attendance, and statutory compliance (ESI, PF, Gratuity).
- Maintain employee records and handle recruitment & onboarding.
- Conduct employee engagement, welfare programs, and training.
- Oversee performance management and exit formalities.

Preferred: Women candidates

Email: ✉ contact@pentagontextiles.com

23.Job Title: HR Executive

Company: Manycon Trading And Contracting

Location: Coimbatore

Experience: 0-2 years

Salary: ₹1.75 - ₹2.5 LPA

Responsibilities:

- Maintain employee records and ensure confidentiality.
- Manage engineering documentation and compliance.
- Prepare reports, presentations, and RFQs.
- Handle project databases and document control.
- Assist in recruitment and HR coordination.

Preferred: Women candidates

Time and Venue: 27 February - 8th March , 10.30 AM - 6.00 PM

372, Jothi Nagar 3rd St, Jothi Nagar, RS Puram, Uppilipalayam, Coimbatore, Tamil Nadu 641015

Contact: 9042282851

24.Job Title: HR Leader

Company: Workfreaks Business Services

Location: Chennai (Thousand Lights)

Experience: 3-5 years

Salary: ₹2.5 - ₹5 LPA

Responsibilities:

- Lead HR team and manage recruitment processes.
- Oversee employee relations, performance, and compliance.
- Foster a positive workplace culture.
- Drive employees to meet monthly targets and productivity goals.

Time and Venue: 27 February - 8th March , 9.30 AM - 5.30 PM

757, Vikatan Building, First Floor, Vasam Avenue, Anna Salai, Thousand Lights, Chennai, Tamil Nadu 600002

Contact: Jyotsna – 9080069977

25.Job Title: Administration Officer

Company: Apex Construction

Location: Coimbatore

Experience: 2-4 years

Responsibilities:

- Manage office administration, data entry, and record-keeping.
- Handle calls, emails, and correspondence.
- Maintain HR records, attendance, and leave requests.
- Organize meetings, events, and logistics.
- Perform general administrative tasks.

Requirements:

- Proficiency in MS Office & Windows.
- Strong English communication skills.
- Ability to work independently.

Contact: 8189864459 / 7540003150

26.Job Title: Personal Secretary to Managing Director

Company: Creative Hands HR

Location: Chennai, Kolkata

Experience: 3-8 years

Salary: ₹2.25-4.5 LPA

Responsibilities:

- Manage MD's calendar, meetings, and travel.
- Prepare reports, presentations & handle correspondence.
- Act as the first point of contact for stakeholders.
- Ensure confidentiality & professionalism in communication.
- Organize events & assist in office management.

Requirements:

- Bachelor's degree in Business/Admin or related field.
- Strong MS Office & communication skills.

 **Contact:** Mamta – 9884629940

27.Job Title: Admin Manager

Company: Reputed Contracting Company (Posted by Kamms Management Consultants)

Location: Guindy, Chennai

Experience: 3-6 years

Salary: ₹3-4.5 LPA

Responsibilities:

- Manage office tasks, reports, and scheduling.
- Handle travel bookings and visitor assistance.
- Screen calls and ensure smooth communication.
- Maintain office supplies and documentation.

Requirements:

- Any graduate with admin experience.
- Strong computer and communication skills.
- Two-wheeler mandatory.

Email: info@kamms.net

28.Job Title: Payroll Executive

Company: PPMS Field Marketing Services (Posted by 3 Point Human Capital)

Location: Kolathur, Chennai

Experience: 1-2 years

Salary: ₹3-3.25 LPA

Responsibilities:

- Prepare salary structures as per minimum wage criteria.
- Process payroll, attendance, and bank transfer sheets.
- Handle statutory remittances (EPF, ESI, etc.).
- Update payroll data and manage resignations.
- Ensure compliance with payroll regulations.

Contact: Aghila/Nithuna – 7825896261

29.Job Title: IT Recruiter & HR Generalist

Company: Nobl Q

Location: Chennai

Experience: 1-4 years

Salary: ₹2-3.5 LPA

Responsibilities:

- IT Recruiter: Source candidates via job portals & networks, manage contract & permanent hiring, and ensure smooth recruitment.
- HR Generalist: Handle employee relations, performance management, payroll, compliance, and HR administration.
- Strong communication, negotiation & organizational skills required.

Time and Venue: 28 February , 10.30 AM - 1.00 PM STPI Building, 5 Rajiv Gandhi Street, Chennai, Tamil Nadu 600113.

Contact: Aishwarya L – 9789051133

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

Company: Golden Opportunities Pvt Ltd

Location: Anna Nagar, Chennai

Experience: 3 months – 3 years

Salary: ₹1-3 LPA

Responsibilities:

- Source, screen, and shortlist IT candidates.
- Conduct interviews and collaborate with hiring managers.
- Maintain recruitment databases and stay updated on industry trends.
- Build strong candidate relationships.

Contact: Prashanth HR – 9360810536

