

**1.Job Title:** Trainee to Manager - Talent Acquisition

**Company:** BVR People Consulting

**Location:** Bangalore (Near Hebbal) & Chennai (Annanur)

**Experience:** 0 to 10 years

**Salary:** ₹1.8 LPA - ₹8 LPA

**Job Description:**

Join BVR People Consulting's Recruitment Team! Manage end-to-end hiring, sourcing, scheduling, client coordination, and database maintenance. Handle selection, offer negotiations, and hiring reports. Preferred qualifications: BE/B.Tech/MBA/MSW/Chemistry.

**Vacancies:** 8 (Male & Female)

**Apply:** Send your resume to [ganapathi@bvrpc.com](mailto:ganapathi@bvrpc.com)

**2.Job Title:** HR Recruiter (Female)

**Company:** ART Technologies

**Location:** Chennai

**Experience:** 0 to 1 year

**Salary:** ₹15,000 - ₹18,000 per month

**Job Description:**

Join ART Technologies as an HR Recruiter! Responsibilities include sourcing, screening, shortlisting candidates, and conducting telephonic interviews. Telugu proficiency is mandatory. Any degree holders can apply.

**Vacancies:** 7

**Contact:** Kumar – 9962898796

**3.Job Title:** HR Recruiter

**Company:** Dion Ev Engineering

**Location:** Ramapuram, Chennai (Near DLF IT Park)

**Experience:** 0 to 1 year (Freshers welcome)

**Salary:** ₹15,000 - ₹18,000 per month

**Job Description:**

Join Dion Ev Engineering as an HR Recruiter! Handle end-to-end recruitment, source candidates, post job ads, and coordinate interviews. Must have strong communication skills. MBA (HR) graduates preferred.

**Vacancies:** 3 (Female, Max Age 23)

**Walk-in:** 1st - 10th March, 11:00 AM - 4:30 PM

**Contact:** Swetha - **8939701120**

**Apply:** Send your resume to [swetha@dionev.com](mailto:swetha@dionev.com)

**4.Job Title:** HR Manager

**Company:** PPMS Field Marketing Services

**Location:** Kolathur, Chennai

**Experience:** 3 to 6 years (Retail industry experience preferred)

**Salary:** ₹5 - ₹5.5 LPA

**Job Description:**

PPMS Field Marketing Services is hiring an HR Manager. Responsibilities include recruitment, onboarding, performance management, attrition control, employee engagement, and MIS reporting. Spoken Hindi is a must. Ensure timely hiring, appraisals, and compliance with client HR requirements.

**Walk-in:** 1st - 6th March, 10:30 AM - 6:30 PM

**Contact:** Aghila/Nithuna - **7825896261**

**Apply:** Send resume to [hr@ppms.com](mailto:hr@ppms.com)

**5.Job Title:** HR Recruiter – Talent Acquisition

**Company:** Policybazaar

**Location:** Chennai, Bengaluru, Mumbai (Malad), Hyderabad (Patrika Nagar), Bhubaneswar, Kochi

**Experience:** 1 to 3 years (Bulk hiring experience preferred)


**Salary:** ₹2.5 - ₹4 LPA + Performance-based incentives

**Job Description:**

Policybazaar is hiring HR Recruiters to manage large-scale hiring, conduct telephonic interviews, and oversee onboarding. Strong communication skills required. MBA in HR is a plus.

**Apply Now:**

 **Email:** sumitverma@policybazaar.com

 **Contact:** 9266668910

**6.Job Title:** HR Recruiter – Walk-In Interview

**Company:** Six Sigma Soft Solutions

**Location:** Nungambakkam, Chennai

**Experience:** 0 to 2 years


**Salary:** ₹1.75 - ₹2.75 LPA

**Job Description:**

Six Sigma Soft Solutions is hiring HR Recruiters to manage end-to-end recruitment, source profiles from job portals, and coordinate onboarding. Strong communication skills required.

**Walk-In Details:**

 **Date:** 3rd - 7th March

 **Time:** 10:00 AM - 1:00 PM

 **Venue:** NO.19, T M A Tower, 2nd Floor, Dr Thirumurthy Nagar Main Road, Nungambakkam, Chennai - 600034

 **Contact:** Sandra – 6383463275

**7.Job Title:** Recruiter

**Company:** LeadHR Services

**Location:** T Nagar, Pondy Bazaar, Chennai

**Experience:** 2 to 4 years


**Salary:** Not Disclosed


**Job Description:**


LeadHR Services is hiring Recruiters with experience in non-IT recruitment. The role

involves sourcing, hiring, and managing the recruitment process. Strong communication and sourcing skills required.

**Walk-In Details:**

 **Date:** 4th - 8th March

 **Time:** 10:00 AM - 5:30 PM

 **Venue:** Unit 502 – 504, 5th Floor, Challa Mall, No.11, Sir Thiyagaraya Road, T. Nagar, Chennai - 600017 (Opp. to Globus Showroom)

 **Contact:** Vikaasini – 7358600733

**8.Job Title:** Non-IT Recruiter

**Company:** LEAD HR Services Pvt. Ltd.

**Location:** T. Nagar, Chennai


**Experience:** 3 to 10 years (Non-IT recruitment in Manufacturing)

**Salary:** 2-7 LPA (Negotiable)

**Job Description:**

LEAD HR Services is hiring an experienced Non-IT Recruiter for the manufacturing sector. The role involves sourcing profiles, coordinating interviews, and managing end-to-end recruitment.

**Walk-In Details:**

 **Date:** 3rd - 10th March

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

 **Venue:** Unit 504, 5th Floor, Challa Mall, No.11, Sir Thiyagaraya Road, T. Nagar, Chennai - 600017 (Opp. to Globus Showroom)

 **Contact:** Subbulakshmi – 7358546933

 **Email:** [hr@leadhr.net](mailto:hr@leadhr.net)

**9.Job Title:** Executive - HR & Admin / Payroll

**Company:** Adonis Recruitment Consultants

**Location:** Chennai (Oragadam, Sriperumbudur)

**Experience:** 5+ years (Manufacturing HR & Payroll)

**Salary:** Up to 4 LPA

**Job Description:**

Seeking an experienced HR & Admin Executive with expertise in payroll, time office management, PF, ESI, recruitment, contract labor management, HR compliance, factory license, TNPCB, transport, canteen, housekeeping, and security. Strong experience in plant-based HR operations is required.

 **Email:** [cv.ch2@adonisstaff.in](mailto:cv.ch2@adonisstaff.in)

**10.Job Title:** Research Consultant - Global Recruitment Process

**Company:** Aleron Shared Resources India Pvt. Ltd.

**Location:** Nungambakkam, Chennai


**Experience:** 2+ years (Research/Recruitment)

**Salary:** 2.75-4 LPA

**Job Description:**

Seeking a Research Consultant to conduct market research, analyze talent trends, and support global recruitment in the APAC & UK regions. Responsibilities include sourcing candidates, data analysis, report preparation, and database management. Strong research, analytical, and communication skills required.

 **Email:** [monicah@aleroninc.com](mailto:monicah@aleroninc.com)

 **Contact:** 9500070112

**11.Job Title:** Talent Acquisition Specialist (IT)

**Company:** Orcapod Consulting Services


**Location:** Chennai, Hyderabad, Bengaluru (Permanent WFH)


**Experience:** 3-5 years (IT Recruitment)

**Salary:** 1.25-2.25 LPA + Incentives + Mobile Reimbursement

**Job Description:**

Hiring Female IT Recruiters with expertise in Permanent or C2H Hiring. Must have strong experience in IT skills, SAP, Oracle, Cloud, Java, C++, and DevOps. Good sourcing, job posting, and end-to-end recruitment skills required. Immediate joiners preferred.

 **Email:** [arpita.singh@orcapod.work](mailto:arpita.singh@orcapod.work)

 **Contact:** 8144651166

**12.Job Title:** HR Associate (Non-IT Recruiter)

**Company:** IndiaFilings Pvt. Ltd.

**Location:** Chennai (Chetpet, Guindy)

**Experience:** 1-3 years (Domestic Recruitment)

**Job Description:**

Seeking an HR Associate with expertise in Non-IT recruitment for roles like Accountant, BPO, Sales, and Customer Support. Responsibilities include sourcing, screening, and engaging candidates, collaborating with hiring managers, and utilizing ATS. Strong communication and organizational skills required. PF, ESI, and medical allowance provided.

 **Contact:** Rahman HR – 8925518996

**13.Job Title:** Non-IT Recruiter


**Company:** KG Invicta Services

**Location:** Coimbatore

**Experience:** 1-4 years (Non-IT Recruitment)

**Job Description:**

We are hiring a Non-IT Recruiter to manage end-to-end recruitment, source and screen candidates, and collaborate with hiring managers. Candidates must have a Bachelor's/Master's in HR, experience with recruiting tools, and strong communication skills. Walk-in interviews from **3rd to 5th March 2025**, 10 AM - 12 PM, at **KGISL Campus, Coimbatore**.

 **Email:** priyankas@kgis.co

 **WhatsApp:** 8754193339

**14.Job Title:** HR Associate (Recruiter / Talent Acquisition)

**Company:** IndiaFilings Private Limited (EQL Financial Technologies Pvt. Ltd.)

**Location:** Chennai (Chetpet, Guindy)

**Experience:** 1-5 years (Non-IT Recruitment)

**Salary:** ₹2.5-3 LPA

**Job Description:**

We seek an HR Associate to manage end-to-end recruitment, source and screen candidates, and collaborate with hiring managers. Candidates must have a Bachelor's in HR, strong communication skills, and experience in Non-IT recruitment. Walk-in interviews from **1st to 8th March, 9:30 AM - 5:30 PM** at **6th Floor, Shoppers Stop, Chetpet, Chennai**.

 **Contact:** HR Krishna – 8925518984

**15.Job Title:** Plant HR Executive

**Company:** Geeco Enercon

**Location:** Tiruchirapalli

**Experience:** 2-5 years (Manufacturing/Industrial)

**Salary:** Not Disclosed

**Job Description:**

Geeco Enercon is hiring a **Plant HR Executive** to manage factory manpower, attendance, statutory compliance, contract labor, canteen, security, and transport administration. The role requires strong communication, decision-making, and conflict-resolution skills. Candidates must have an MBA/MA in HRM.

 **Email:** [careers@geeco.in](mailto:careers@geeco.in)

**16.Job Title:** Recruiter - Talent Acquisition Specialist

**Company:** Global Talent Track


**Location:** Salem & Tiruchirappalli


**Experience:** 6 months+ (Freshers with recruitment internship experience can apply)

**Salary:** Up to ₹25,000 per month

**Job Description:**

Global Talent Track is hiring a **Recruiter - Talent Acquisition Specialist** to manage end-to-end recruitment, client coordination, batch formation, and interview scheduling. Strong communication, MS Office, and reporting skills are required. Graduation/Post-graduation in Accounts & Commerce is an advantage.

 **Email:** [sakshigosavi@gttfoundation.org](mailto:sakshigosavi@gttfoundation.org)

 **Contact:** +91 89564 92540

**17.Job Title:** Assistant General Manager - Human Resource

**Company:** Adityaram Properties


**Location:** Chennai


**Experience:** 10+ years (preferably in real estate)

**Salary:** ₹5-12 LPA

**Job Description:**

Adityaram Properties is hiring an **AGM - HR** to lead recruitment, HR strategy, employee engagement, and compliance. The role involves talent acquisition, performance management, compensation structuring, and workforce planning. Strong leadership, communication, and HR expertise are required.

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

 **Contact:** Rajkumar R – 9994890819

**18.Job Title:** Manager - Talent Acquisition


**Company:** Med-Metrix

**Location:** Chennai

**Experience:** 10-15 years (Recruitment & Management)

**Job Description:**

Med-Metrix is hiring a **Manager - Talent Acquisition** to develop and lead recruitment strategies, implement hiring metrics, and collaborate with leadership to attract top talent. The role requires expertise in sourcing, negotiation, and recruitment processes in an RCM-based organization. Strong analytical, communication, and leadership skills are essential.

 **Email:** [vsiva@med-metrix.com](mailto:vsiva@med-metrix.com)

 **Contact:** Varun Siva - +91 9280098220

**19.Job Title:** HR Recruiter (Non-IT) - Work From Home

**Company:** Collar Jobskart Private Limited

**Location:** Chennai (Remote)

**Experience:** Minimum 1 year in Recruitment



**Job Description:**

Collar Jobskart is hiring **HR Recruiters (Non-IT)** to manage end-to-end sourcing and recruitment. Responsibilities include fulfilling large-scale staffing needs, sourcing candidates via Naukri, LinkedIn, Shine, and Monster, and leveraging online platforms for hiring.

 **Contact:** HR Bala - +91 7397234463

**20.Job Title:** HR Recruiter (Non-IT)

**Company:** IndiaFilings Pvt Ltd (EQL FinTech)


**Location:** Chennai

**Experience:** 2-5 years in domestic recruitment (BPO, Sales, Business Development, Customer Support)

**Salary:** ₹2.5-3 LPA

**Job Description:**

IndiaFilings is hiring **HR Recruiters (Non-IT)** to source, screen, and manage candidates for Non-IT roles. Responsibilities include collaborating with hiring managers, utilizing ATS, and ensuring a smooth recruitment process.

 **Venue:** 27 February - 5th March , 9.30 AM - 5.30 PM RR Towers 4, 8th Floor, TVK Industrial Estate, Guindy – 600032

 **Contact:** Nithish Kumar - +91 9384053928

**21.Job Title:** IT Recruiter

**Company:** Six Sigma Soft Solutions Pvt Ltd

**Location:** Bangalore (Church Street)

**Experience:** 0-2 years in IT Domestic Recruitment

**Salary:** ₹1.75-2.5 LPA

**Job Description:**

Six Sigma Soft Solutions is hiring **IT Recruiters** to manage end-to-end recruitment, including sourcing, screening, and interviewing candidates based on client requirements.

 **Venue:** 3rd March - 7th March , 10.00 AM - 1.00 PM SAMA Towers, 1st Floor, Church Street, MG Road, Bangalore – 560001 **Contact:** Muji - +91 9884834539

**22.Job Title:** Bulk Hiring / Non-IT Recruiter

**Company:** Aaish Solutions


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

**Experience:** 0-5 years in Bulk Hiring / Non-IT Recruitment

**Salary:** ₹1.5-3 LPA

**Job Description:**

Aaish Solutions is hiring **Recruiters** to handle end-to-end recruitment for bulk hiring and Non-IT roles. Responsibilities include sourcing candidates via job portals, social media, and references, screening candidates as per client needs, and managing databases.

 **Contact:** +91 9538317509 (WhatsApp your resume)

**23.Job Title:** US IT Recruiter (Night Shift)


**Company:** Hanker Systems (India)

**Location:** Yelahanka, Bengaluru

**Experience:** 0-1 year (Freshers welcome)

**Job Description:**

Hanker Systems is hiring **US IT Recruiters** for a **night shift** role. Responsibilities include sourcing candidates, screening resumes, and coordinating interviews for US staffing requirements. Candidates must have **excellent verbal and written communication skills**.

 **Walk-In Drive:** 3rd - 12th March, 4:00 PM - 8:00 PM 384/2, 1st Floor, OMKARA Building, Nehru Nagar, International Airport Road, Yelahanka, Bengaluru, Karnataka 560064

**Email:** ✉ [venu.n@numaware.com](mailto:venu.n@numaware.com)

**24.Job Title:** IT Recruiter (Domestic - C2H)

**Company:** 2COMS

**Location:** Kolkata (WFO)

**Experience:** 0.6 - 4 years

**Salary:** ₹50,000 - ₹2 LPA

**Job Description:**

2COMS is hiring **IT Recruiters** for **C2H staffing**. Responsibilities include **sourcing, onboarding, and hiring for SAP (functional & technical) roles**. Candidates must have **strong portal sourcing skills, coordination abilities, and customer interaction experience**.

📌 **Fixed Day Shift | 5 Days Working | PF & ESIC**

📞 **Contact:** Priyanka Dey | ✉️ priyanka.dey@2coms.com | 📱 8961266244

**25.Job Title:** IT Recruiter (Fresher)

**Company:** Advent Global Solutions

**Location:** Basavanagudi, Bangalore (WFO)

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

**Job Description:**

Advent Global Solutions is hiring **IT Recruiters** to manage **end-to-end recruitment**, including sourcing, screening, interview coordination, and onboarding. Candidates should have **good communication and organizational skills** and be open to learning.

📌 **Monday - Friday | 9:30 AM - 6:30 PM**

✉️ **Email:** [shijis@adventglobal.com](mailto:shijis@adventglobal.com)

**26.Job Title:** IT Recruiter

**Company:** Lucio IT Services

**Location:** 1st Block Koramangala, Bangalore (WFO)

**Experience:** 0 - 2 years

**Salary:** ₹1.75 - 3 LPA

**Job Description:**

Lucio IT Services is hiring **IT Recruiters** to handle **end-to-end recruitment**, including sourcing, conducting interviews, and following up with candidates. Freshers and experienced candidates (up to 2 years) can apply. **Any graduate/undergraduate is eligible.**

📌 **Walk-in:** 1st - 7th March | 11 AM - 5 PM Lucio IT Services, No:11, 2nd floor, 80 Feet Rd, 1st Block Koramangala, Koramangala, Bengaluru, Karnataka 560034\_

📞 **Contact:** Sandeep S – 9019635151

**27.Job Title:** HR Recruiter

**Company:** The Job Factory


**Location:** Mallick's Embassy, Infantry Road, Bangalore (WFO)

**Experience:** 0 - 1 year

**Salary:** ₹15,000 (Take Home)

**Job Description:**

The Job Factory is hiring **HR Recruiters** to manage **end-to-end recruitment processes**. Freshers with good communication skills are welcome to apply. This is a **work-from-office** opportunity in Bangalore.

 **Contact:** Gayathri - 9538878905

 **Email:** [gayathri@thejobfactory.co.in](mailto:gayathri@thejobfactory.co.in)

**28.Job Title:** Office Admin (Male)

**Company:** FITA


**Location:** Chennai (OMR, Porur, Anna Nagar)

**Experience:** 0 - 1 year

**Salary:** ₹1.5 - 2.5 LPA

**Job Description:**

FITA is hiring **Office Admin (Male)** candidates. The ideal candidate must have a **Diploma/ITI qualification** and be **25 years or younger**. **Immediate selection** with only **one interview round**.

 **Contact:** HR - 97905 57222 (Call/WhatsApp)

**29.Job Title:** HR Executive (Generalist) – Fresher/Experienced

**Company:** Gusto Global

**Location:** Bangalore (Indiranagar)

**Experience:** 0 - 1 year

**Salary:** Up to ₹3,00,000 per year

**Job Description:**

Gusto Global is hiring an **HR Executive (Generalist)** to handle pre-offer and pre-employment checks, documentation, background verification, employee relations, and record maintenance. **Fluency in English, Telugu, and Hindi** is required.

Email: [hrteam@gusto-global.com](mailto:hrteam@gusto-global.com)

**30.Job Title:** IT Recruiter

**Company:** Gusto Global

**Location:** Bengaluru (K R Puram / TC Palya)

**Experience:** 2+ years

**Salary:** ₹2,00,000 - ₹3,50,000 per year

**Job Description:**

Gusto Global is hiring an **IT Recruiter** to source, attract, and hire top tech talent. Responsibilities include candidate sourcing, screening, interview coordination, offer negotiation, and relationship management. **Strong communication, technical knowledge, and time management skills** are required.

 **Apply:** [hrteam@gusto-global.com](mailto:hrteam@gusto-global.com)

**31.Job Title:** HR Recruiter

**Company:** Eligereindia


**Location:** Ambattur, Chennai, Tamil Nadu

**Experience:** 0 to 6 months

**Salary:** ₹12,000 - ₹13,000 per month

**Job Description:**

Eligereindia is hiring an **HR Recruiter** to manage end-to-end recruitment, source candidates from multiple platforms, evaluate profiles, coordinate interviews, and follow up with candidates. **Immediate joiners preferred.** Open to **Diploma/Any Degree** holders.

 **Contact:** 7200671273

**32.Job Title:** HR Recruiter (Female Only)

**Company:** Enrich and Enlight Business Consulting Pvt Ltd

**Location:** Virugambakkam, Chennai, Tamil Nadu

**Experience:** Freshers & Experienced

**Salary:** ₹15,000 - ₹45,000 per month

**Job Description:**

We are hiring **HR Recruiters (Female Only)** for Non-IT Recruitment. Responsibilities include sourcing, screening, coordinating interviews, and following up with candidates. **Good communication skills are a must.** Immediate joiners preferred.

✉ **Apply:** [nancy@enejobs.com](mailto:nancy@enejobs.com)

**33.Job Title:** HR Executive

**Company:** Kadri Wovens (Part of KG Group)

**Location:** Coimbatore / Perundurai, Tamil Nadu

**Experience:** 1 - 5 years

**Salary:** As per industry standards

**Job Description:**

We are hiring an **HR Executive** responsible for **Payroll Management, Statutory Compliance, Factories Law, Employee Relations, HR Administration, and Compliance Reporting.** Experience in auditing is a plus. **Only candidates with a Master's degree in HR or a related field are eligible.**

✉ **Apply:** [haripriya.k@kadriwovens.com](mailto:haripriya.k@kadriwovens.com)

**34.Job Title:** HR & Admin Executive (Male Only)

**Company:** Galaxy Incorporation



**Location:** Redhills, Chennai, Tamil Nadu

**Experience:** Freshers preferred

**Salary:** ₹15,000 - ₹18,000 per month

**Job Description:**

We are hiring an **HR & Admin Executive** to assist with recruitment, onboarding, inventory management, document filing, staff coordination, and vendor management. The candidate should support managerial duties in their absence and ensure smooth internal operations.

 **Apply:** Send CV & passport-size photo via WhatsApp  **9962979931**

**35.Job Title:** HR Executive (Male Candidates Only)

**Company:** SIRA Engineering Pvt. Ltd.

**Location:** Sulur, Coimbatore, Tamil Nadu

**Experience:** 5+ Years

**Salary:** Based on Experience

**Job Description:**

We are hiring an **HR Executive** to handle statutory compliance (PF, ESIC, LWF), payroll processing, end-to-end recruitment, employee relations, and records management. The candidate should collaborate with department heads for staffing needs and ensure HR policy compliance.

**Contact:** 9500633547

**36.Job Title:** HR Manager

**Company:** RDX Architects


**Location:** Ashok Nagar, Chennai, Tamil Nadu

**Experience:** 1+ Years

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

**Job Description:**

RDX Architects is hiring an **HR Manager** to oversee recruitment, onboarding, performance management, compliance, payroll, and employee engagement. The ideal candidate should ensure a positive work culture and support strategic workforce planning.

 **Apply:** Send your resume to [hr@rdxgroup.in](mailto:hr@rdxgroup.in)

**37.Job Title:** HR Recruiter (Female)

**Company:** JTS Jobs Consultancy

**Location:** Tambaram Sanatorium, Chennai

**Experience:** 1 - 2 Years

**Salary:** Based on Experience

**Job Description:**

JTS Jobs Consultancy is hiring a **Female HR Recruiter** to handle end-to-end recruitment. Candidates from **Tambaram, Sanatorium, Pallavaram, or Chrompet** are preferred. Strong communication skills required.

**Time and Venue:** 3rd March - 8th March , 10.00 AM - 2.00 PM

#No 10, Station Road, Durga Street, Haris Hotel Opposite, Bus Stand Back side, Tambaram Sanatorium, Chennai - 600 045.

**Contact:** 9789026585 / 7397294328

**38.Job Title:** Front Office Executive

**Company:** Talenthub HR


**Location:** Chennai

**Experience:** 0 - 1 Year (Freshers Can Apply)

**Salary:** ₹20,000 – ₹25,000 (Based on experience & interview performance)

**Job Description:**

Talenthub HR is hiring a **Front Office Executive** to interact professionally with students, parents, and visitors. Fluency in **English, Tamil, Telugu, and Hindi** is mandatory. Excellent verbal and written communication skills required.

 **Contact:** [Mr.Saran -8939678664] For more details contact / whatsapp

**39.Job Title:** Facility Executive

**Company:** Jones Lang LaSalle (JLL) (Posted by Genius Consultants)

**Location:** Tambaram, Chennai


**Experience:** 1 - 5 Years



**Salary:** ₹32,000 Take Home

**Job Description:**

We are hiring **Facility Executives (Soft Services)**. Both **male and female** candidates can apply. The role involves **facility management, housekeeping, vendor management, and pantry services**.

 **Contact:** 7975140833

**40.Job Title:** Administration Executive

**Company:** Manufacturing Company (Posted by Creative Hands HR)


**Location:** Ambattur, Chennai

**Experience:** 5 - 10 Years

**Salary:** ₹3 - ₹3.5 LPA

**Job Description:**

We are hiring an **Administration Executive** with a **minimum of 5+ years of experience in administrative work**. Candidates below **35 years of age** are preferred. Immediate joining required.

 **Contact:** Mamta – 9884629940



