

HR Job Opening :

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1.Walk-In Drive || HR Manager / Recruiter

 **Workfreaks Business Services Pvt Ltd**
 **Chennai**

 **Role: HR Manager / Recruiter**
 **Experience: 0 – 3 Years**

Key Skills Required:

- End-to-End Recruitment
- Talent Acquisition
- BPO Hiring
- Non-IT Recruitment
- IT Recruitment
- Staffing & Hiring
- Head Hunting

Job Responsibilities:


- Source, screen & schedule interviews
- Manage end-to-end recruitment process
- Coordinate with stakeholders
- Ensure successful hiring & billing
- Strong communication and passion for recruitment required


Candidate Requirements:

- ✓ Good Communication Skills
- ✓ Leadership Qualities
- ✓ Laptop Mandatory

Perks & Benefits:

- ★ Monthly Incentives
- ★ Bonus
- ★ Salary Hike & Career Growth

 **Walk-In Dates: 12th May – 13th May**

 **Timing: 10:30 AM – 4:30 PM**

 **Venue:**


757, Vikatan Building, First Floor,
Vasan Avenue, Mount Road, Chennai – 600002
(Next to Thousand Lights Metro Station)

 **Contact Person:** Monish V – 9150653143

Interested candidates can attend the walk-in directly.

2.YENNES Infotec (P) Limited

We are looking for an *HR Executive* to join our team in Chennai.

 **Job Role:** HR Executive

 **Location:** Chennai

 **Key Responsibilities:**

- Collaborate with hiring managers and understand recruitment needs
- Source candidates through job portals, social media, referrals & networks
- Screen resumes and conduct initial HR interviews
- Handle end-to-end recruitment process
- Coordinate interviews and onboarding activities
- Maintain attendance records and HRMS data
- Manage payroll, HR operations & policy compliance
- Performance management and employee insurance handling
- Participate in campus hiring and recruitment events

 **Requirements:**

- MBA in HR
- 2–4 years of experience in Recruitment & HR Generalist role
- Experience in sourcing, bulk hiring & campus hiring
- Good communication & interpersonal skills
- Knowledge in computers & Excel
- Candidate must be a graduate in any stream
- Only local Chennai candidates can apply

Interested candidates can apply 

<https://yennes.com/careers/hr-coordinator/>

3.BLUE CHIP HR Solutions is hiring HR Recruiters for their new branch near Tidel Park, OMR.

 **Role: HR Recruiter**

 **Location: OMR, Chennai (Near Tidel Park)**

 **Experience: 1 – 4 Years**

 **Openings: 10 Vacancies**

Key Skills Required:

- **HR Recruitment**
- **Talent Acquisition**
- **Bulk Hiring**
- **BPO Hiring**
- **Sourcing & Screening**
- **Volume/Mass Recruitment**
- **Human Resource Management**


Job Responsibilities:

- **Screen & shortlist profiles from portals and social platforms**
- **Coordinate between clients and candidates**
- **Place suitable candidates based on client requirements**

- Handle recruitment as per hiring needs
- Bulk / International BPO hiring experience is an added advantage

 Preferred Candidate:

- ✓ Experience in RCM (AR & Medical Coding) is a plus
- ✓ Hardworking, disciplined & dedicated candidates preferred
- ✓ Freshers with strong interest in recruitment can also apply
- ✓ Any Graduate can apply

 Contact: 8939678664

Interested candidates can apply or share profiles immediately.

4. Softlogic is hiring HR Recruiters for their Chennai location.

 **Role:** HR Recruiter

 **Location:** OMR Navalur / Sholinganallur, Chennai

 **Preferred:** Female Candidates

 **Experience:** 1 – 3 Years

 **Key Skills Required:**

- Talent Acquisition
- End-to-End Recruitment
- IT Recruitment
- Sourcing & Screening
- Interview Coordination
- Job Posting
- Salary Negotiation
- Onboarding

 **Job Responsibilities:**

- Handle in-house hiring process
- Source candidates using job portals
- Screen and shortlist profiles
- Conduct interview coordination and onboarding
- Manage complete recruitment cycle

 **Requirements:**

- ✓ Minimum 1 year experience in recruitment
- ✓ Efficient usage of job portals
- ✓ Good communication & coordination skills
- ✓ Any Graduate can apply

 **Contact:** Kavya HR – 8148060836

Interested candidates can apply or share profiles immediately.

5.Roanuz is looking for a passionate *Human Resources Specialist* to join their growing team.

 **Role:** Human Resources Specialist

 **Experience:** 2 – 5 Years

 **Key Responsibilities:**

- Handle end-to-end hiring across multiple teams
- Hire for technical & SaaS roles including Engineers, Product Managers, Designers, SDRs & Growth Marketers
- Build sourcing strategies through LinkedIn, referrals & communities
- Coordinate interviews, manage candidate experience & close offers
- Handle onboarding, employee lifecycle operations & HR documentation
- Maintain HRMS, attendance, leave records & policy documentation
- Support performance reviews & employee engagement initiatives
- Act as the first point of contact for employee queries

 **Requirements:**

- ✓ Minimum 2 years of Talent Acquisition experience in SaaS/Product/Tech companies
- ✓ Experience hiring technical roles
- ✓ Strong communication & stakeholder management skills
- ✓ Hands-on experience with ATS, HRMS & HR operations
- ✓ Ability to manage recruitment along with HR generalist activities

 **Nice to Have:**

- Startup or scaling company experience
- Employer branding & LinkedIn hiring exposure
- Experience in developer-focused/product-led companies

 **Perks & Benefits:**

- ✨ Medical Insurance Coverage up to ₹5 Lakhs
- ✨ Complimentary Lunch
- ✨ Cab Shuttle Facility
- ✨ Learning & Development Budget

- ✨ Daily Allowance
- ✨ Flexible Work From Home Days

Interested candidates can apply or share profiles.

https://roanuz.freshteam.com/jobs/TG4_29jKUq1d/human-resources-specialist

6. Sutherland Hiring – HR Roles (Experienced in Grievance Handling)

🏢 Sutherland is hiring experienced candidates for *HR – Grievance Handling & Compliance Management* roles in Chennai.

👜 **Role:** HR – Grievance Handling

📍 **Location:** Chennai

👤 **Experience:** 1 – 6 Years

✅ **Key Responsibilities:**

- Handle employee grievance and compliance-related hotline calls
- Document incidents and create tickets in the case management system
- Perform issue triage and route cases to appropriate teams
- Maintain confidentiality and compliance standards
- Provide updates and support to employees professionally

🎯 **Requirements:**

- ✓ Minimum 1 year experience in HR Operations
- ✓ Strong verbal communication & listening skills
- ✓ Knowledge in grievance handling & compliance processes
- ✓ Ability to manage real-time employee concerns
- ✓ Willingness to work in rotational shifts

📞 **HR Contact:** Bharani – 7695999758

✉️ Interested candidates can share resumes directly.