

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/hr-executive-fresher-in-chennai-bengaluru/>

## HR EXECUTIVE FRESHER IN CHENNAI/BENGALURU

### BASE SALARY

INR 100000 - INR 200000

### DESCRIPTION

**Company:** Synmac Consultants Tamil Nadu  
**Location:** Chennai (Kodambakkam), Bengaluru (Seshadripuram), India  
**Job Type:** Full-Time  
**Salary:** ?1 – 2 LPA  
**Experience:** 0 – 2 Years  
**Openings:** 4  
**Exclusive:** Women Candidates  
**Contact HR:** +91 7448826888

This role is for a Fresher HR Executive who will support recruitment, payroll, and labor compliance tasks. You will collaborate with managers and act as a bridge between candidates and the organization.

### Key Responsibilities

- Collaborate with Business Unit to fill open positions
- Source candidates through job portals and platforms
- Prepare and update job descriptions and specifications
- Screen resumes for skills, experience, and aptitude
- Conduct interviews using standard recruitment tools
- Perform background/reference checks for selected candidates
- Ensure joining candidates convert to full-time employees

### HIRING ORGANIZATION

Synmac Consultants Tamil Nadu

### EMPLOYMENT TYPE

Full-time

### JOB LOCATION

Chennai, India

### DATE POSTED

? March 20, 2026

- Handle payroll activities, ESI, PF, and labor issues
- Support legal and labor department compliance
- Build positive candidate relationships during selection

### **Eligibility Criteria**

- Freshers with HR interest can apply
- Strong communication and interpersonal skills
- Strategic thinking and process-oriented approach
- Quick learner with eagerness to adapt to new technologies

### **Skills Required**

- Recruitment and selection knowledge
- HR operations understanding
- Payroll and compliance basics
- Communication and problem-solving ability

### **Benefits**

- Entry-level HR role for freshers
- Hands-on learning in recruitment and HR operations
- Career growth in HR domain
- Work in professional consulting environment

### **How to Apply**

**Phone/WhatsApp:** +91 7448826888