

**Role : HR Coordinator**  
Job Function : Recruitment Process  
Education : Any Degree  
Exp : 1 Year

### No. of Openings

- Chennai - 25 nos
- Coimbatore - 08 nos
- Bangalore - 25 nos
- Hyderabad - 15 nos
- Pune - 10 nos
- Gurgaon - 6 nos
- Noida - 06 nos
- Mumbai - 02 nos
- Kolkata - 07 nos
- Kochi - 04 nos
- Mangalore - 02 nos
- Bhubaneswar - 13 nos
- Ahmedabad - 03 nos
- Indore - 07 nos

### Candidate Requirements

Strong communication skills (English written & verbal)

Prior experience in Hr coordination or recruitment support is preferred Ability to handle high-volume hiring events efficiently Professionalism, time management, and multitasking skills.

### Additional Information

The requirement is open-ended and based on hiring demands. Candidates should be available for both scheduled and urgent hiring needs. Locations will vary based on recruitment drive locations.

On-demand/temporary basis as needed for mass recruitment drives Coordinators should report to clients locations.

Timing : 8:30 AM to 6:30 PM IST(+/- 30 mins)  
Working days : Monday – Saturday.  
Salary : 1.8 to 2.16 Lac/Yr  
Mode of Engagement : Contract



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