

Walk-In

Office Coordinator / Admin

July 15, 16 and 17, 2026

Time: 10.00 AM – 12.00 PM

Job Description:

Syncfusion Software Pvt. Ltd. is looking for multiple Office Coordinators / Admins. Syncfusion is a fast-paced, growing organization that offers a challenging work environment with excellent rewards for the right candidate. We work regular office hours. There are no after-hours shifts (night etc.). We offer a professional work environment where you will be treated with respect and given every opportunity to grow.

Eligibility:

- Any degree (Regular)
- Graduates from 2020 to 2025 with a minimum of 60% in all academics (HSC mandatory)
- No gaps of any kind
- Well versed in MS-Office
- Good communication skills
- Experience 0 - 1 year in relevant field

Roles:

- Administrative Operations
- Facility Management
- Asset Management
- Procurement and Vendor Management
- Employee Support
- Event and Logistics Coordination
- Compliance and Documentation
- General Coordination
- Any other assigned task

Working Hours:

- 9:00 AM to 6:00 PM.
- Saturdays working (As needed)

Venue:

Syncfusion Software Pvt., Ltd.

AJ-217, Eymard Complex, 4th Avenue,
Shanthi Colony, Anna Nagar, Chennai - 600040.



Eligible candidates may attend the walk-in interview on July 15-17, from 10:00 AM to 12:00 PM.

For any clarifications please contact: recruitment.chn@syncfusion.com

Note: - Those who attended the interview already are not eligible for this walk-in.