

Interview

*Office Coordinator / Admin
0 to 1 Year Experience
October 2026*

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 2019 to 2026 with a minimum of 60% in all academics (HSC mandatory)
- No gaps of any kind
- Well versed in MS-Office
- Good communication skills

Roles:

- Administrative Operations
- Facility & Asset Management
- Procurement & Vendor Management
- Event & Logistics Coordination
- Compliance and Documentation
- 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.

Interested and Eligible candidates can share your resumes to the following email address recruitment.chn@syncfusion.com on or before October 28, 2026.

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