



Human Resources Generalist

Job Description

Dexcel Pharma USA is seeking a versatile HR professional to support day-to-day human resources operations across the full employee lifecycle. This role blends administrative and employee-facing responsibilities and requires strong cross-functional collaboration. The position is based in Parsippany, NJ, with a minimum in-office presence of three (3) days per week. Key partners include the General Counsel & Senior Vice President, Business Development, and members of the management team.

Key Responsibilities

Recruitment

- Support full-cycle recruitment for corporate and field-based roles.
- Partner with hiring managers to identify staffing needs and conduct initial candidate screening.
- Coordinate interviewing, background checks, and all steps of the hiring process.
- Facilitate new-hire orientation and onboarding to ensure a smooth and welcoming transition.

HR Systems Management

- Maintain accurate employee records, including organizational charts, job descriptions, benefits, performance documentation, and employment changes.
- Manage employee data in Paylocity and SuccessFactors.
- Interface with system and benefits vendors to ensure compliance and optimal system utilization.

Employee Lifecycle & Engagement

- Support performance management, training, and employee development initiatives.
- Administer health & welfare, 401(k), and voluntary benefit programs, including enrollment, billing, and issue resolution.
- Coordinate employee engagement activities and culture-building initiatives.
- Conduct offboarding activities in a professional and consistent manner.

Employee Relations & Compliance

- Assist employees with questions, needs, and concerns.
- Ensure compliance with labor, employment, and immigration laws.

Office Management

- Manage Proxyclick tools to ensure accurate log-in/log-out compliance.
- Support facilities services administration.
- Partner with IT on office equipment and A/V needs.
- Coordinate acquisition and maintenance of office supplies and equipment.

Perform other duties as assigned



Skills & Qualifications

- Excellent analytical, communication, and interpersonal skills for working with employees at all levels.
- Ability to manage multiple tasks with accuracy, confidentiality, and professionalism.
- Self-starter who works effectively with minimal supervision.
- Experience with HRIS systems (Paylocity and Success Factors preferred), reporting, and documentation.
- Strong problem-solving skills and ability to navigate sensitive employee issues.
- Solid knowledge of employment laws and HR compliance requirements.
- Bachelor's degree in HR, Business, or a related field.
- 3–5 years of HR Generalist experience in the pharmaceutical industry or a related field.

Qualified candidates should submit their resumes directly to careers2@dexcelpharmausa.com.