

Coworker Services (HR) Generalist



Join a values-based, ESOP (employee-owned) company where *YOU* are a top priority!

To apply, email your resume to jobs@reell.com!

Reell Precision Manufacturing is a leading provider of innovative position and motion control solutions, delivering high-quality precision products that optimize performance and efficiency throughout a diverse global market.

The company was named “Reell” (ray-El’); a German word meaning *honest, trustworthy* and *good* to reflect these foundational values. After 50+ years in business, we continue to strive to fulfill the promise of these words in our products, services and our relationships with customers, shareholders, co-workers, suppliers and the community.

Position Overview

Join Reell as a Coworker Services (HR) Generalist and help shape an exceptional employee experience from day one. In this dynamic, people-focused role, you’ll support every stage of the coworker lifecycle—from recruiting and onboarding to training, engagement, wellness, and performance processes. You’ll serve as a trusted partner to coworkers and Advisors, help keep our HR systems and data running smoothly, support compensation and benefits administration, and contribute to meaningful organizational development work. If you enjoy building relationships, tackling a wide variety of tasks, and making a positive impact on workplace culture, this is an opportunity to grow your skills and be part of a collaborative, values-driven team.

Primary Responsibilities

- **Coworker Support & Experience:** Serve as a first point of contact for coworkers and Advisors, providing support, answering questions, and helping create a positive experience. Assist with internal communications and engagement activities.
- **Recruiting & Onboarding:** Coordinate full-cycle recruiting for assigned roles, including sourcing, screening, interview scheduling, and onboarding. Manage background checks, pre-employment steps, and new hire orientation.
- **HR Technology & Reporting:** Maintain HRIS, LMS, and compensation tools; support system updates and troubleshooting. Manage HR reporting, dashboards, and department metrics.
- **Training, Development & Organizational Support:** Support training programs, LMS administration, internship partnerships, and organizational development activities such as job descriptions, development plans, and succession planning.

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- **Compensation & Benefits Support:** Assist with compensation administration, benchmarking tools, and pay-related data accuracy. Support benefits processes, including life events, leave administration, workers' compensation, ACA requirements, and open enrollment. Serve on the Wellness Committee.
- **Performance Management:** Administer performance review processes within HRIS and support Advisors with routine performance matters and documentation.
- **Employment Branding & Social Media:** Support employer branding efforts, social media presence, and creative ideas to strengthen recruitment visibility.
- **Personnel Actions & File Maintenance:** Process coworker status changes, ensure data accuracy, and maintain electronic personnel files.
- **Event Support:** Assist with planning HR and company events and gathering content for internal or social media use.

Minimum Qualifications

- Bachelor's Degree in Human Resources, Business Management, or other related field
- Minimum of 5 years' experience in human resources or equivalent, including full-cycle recruiting and benefit administration
- HRIS experience preferably with ADP Workforce Now and/or other HR technology systems
- Proficiency with Microsoft Office

Preferred Qualifications

- PHR, SPHR Certification or SHRM Certification
- Led technology implementations, upgrades and integrations
- Experience with Sharepoint

Reell Precision Manufacturing offers competitive compensation and benefits. For this exempt position, the base pay range is expected to be between \$77,000 - \$92,000 annually. Please note that the pay range is a good faith estimate of the position at the time of posting. Actual compensation will be dependent on factors, including but not limited to, the individual's qualifications, experience, knowledge, skills and abilities, as well as the actual work location.

Benefits include:

- Medical insurance options with employer contribution to Health Savings Account
- Flexible Spending Account options
- Dental, Vision, Life and Disability benefits
- 401(k) with employer match

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- Employee Stock Ownership Plan (ESOP) with employer contribution toward employee retirement
- Discretionary bonus plan
- Paid Time Off (PTO)
- Community Involvement Opportunities
- Education Program
- Hybrid work opportunity, up to two days remote per week, for qualifying jobs

Reell Precision Manufacturing provides equal employment opportunity (EEO) to all employees and applicants without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or any other status protected by applicable federal, state, and local laws.