



Being a part of the Sleepy's family means representing the #1 mattress retailer in America. For over 50 years, Sleepy's has defined the mattress industry by offering our customers unsurpassed service and a comprehensive education on the power of sleep. Our message goes beyond selling mattresses. We are committed to helping people achieve better health, and a better life, thanks to a better night's sleep.

We are passionate about building our team and welcome energetic, dynamic and professional individuals who share in our commitment to excellence. We are proud of our ongoing expansion and the career development opportunities available throughout the Sleepy's organization. Due to our continued success and dedication to our employees, Sleepy's offers competitive compensation, excellent training and an extensive benefits package.

With a career at Sleepy's...everything is possible.

We are currently seeking an entry level Human Resources Assistant to join our growing HR department! Recent college graduates with an outstanding personality are welcome to apply. This position requires a strong work ethic, with an eagerness to show initiative to assist in all areas of the Human Resources department!

Responsibilities include but are not limited to:

- Function as a welcoming and available resource for employees to voice questions and concerns and obtain resolutions to problems
- Uphold Sleepy's Fair Work Environment policy to ensure that a fair and professional working environment exists for all employees
- Advise managers on company policy and review personnel files with management to assist in decision-making with regards to employee disciplinary action, rehire eligibility and promotional opportunities with regards to employee recognition, performance and discipline practices
- Conduct employee new hire orientations, process "life-cycle" employment changes, terminations, as well as verifications of employment and subpoenas for employees and outside agencies
- Assist in the roll-out of employee programs, company sponsored events and any employee-friendly concepts to promote positive work-life at Sleepy's
- Promote employee development through the coordination of internal and off-site trainings
- Administer performance evaluation process and review recommended hourly increases for consistency and adherence to company guidelines
- Obtain and process feedback from employees through internally conducted surveys, exit interviews and suggestion boxes for management review

- Update and maintain personnel files and data in HRIS system
- Perform various administrative tasks (copying, filing, faxing, etc.)
- Responsible for understanding and applying federal/state/local mandates, ensuring that company is in compliance
- Update and maintain Human Resources content of the company portal
- Offer suggestions on how to improve company and department processes and procedures; question methods or decisions that do not make sense
- Act as an “agent” of the company by setting the example in all areas of conduct, professionalism and adherence to policy
- Additional responsibilities as assigned by Management

Job Requirements:

- 4-year degree in HR, business or related major
- Internship in Human Resources preferred
- Knowledge of Human Resources Information Systems (HRIS) a plus
- Excellent verbal and written communication skills required
- Must be detail oriented, able to multi-task and work well in a fast-paced environment
- Outstanding personality and a drive to succeed a must!

Additional Details:

Salary commensurate with experience

Sleepy’s offers an impressive benefits package including, but not limited to, the following: medical, dental, vision care, 401(k) plan and generous employee discounts. Visit our website at www.sleepys.jobs for a complete listing of all available benefits.

Sleepy's is an equal opportunity employer M/F/V/D.

To Apply:

Please submit your resume to Dina Scandura at dscandura@mattress.com