

Human Resources Business Partner

Overview

Good things are happening at Berkshire Hathaway GUARD Insurance Companies. We provide Property & Casualty insurance products and services through a nationwide network of independent agents and brokers. Our companies are all rated A+ "Superior" by AM Best (the leading independent insurance rating organization) and ultimately owned by Warren Buffett's Berkshire Hathaway group – one of the financially strongest organizations in the world! Headquartered in Wilkes-Barre, PA, we employ over 1,000 individuals (and growing) and have offices across the country. Our vision is to be a leading small business insurance provider nationwide.

Founded upon an exceptional culture and led by a collaborative and inclusive management team, our company's success is grounded in our core values: accountability, service, integrity, empowerment, and diversity. We are always in search of talented individuals to join our team and embark on an exciting career path!

Benefits:

We are an equal opportunity employer that strives to maintain a work environment that is welcoming and enriching for all. You'll be surprised by all we have to offer!

- Competitive compensation
- Healthcare benefits package that begins on first day of employment
- 401K retirement plan with company match
- Enjoy generous paid time off to support your work-life balance plus 9 ½ paid holidays
- Up to 6 weeks of parental and bonding leave
- Hybrid work schedule (3 days in the office, 2 days from home)
- Longevity awards (every 5 years of employment, receive a generous monetary award to be used toward a vacation)
- Tuition reimbursement after 6 months of employment
- Numerous opportunities for continued training and career advancement
- And much more!

Responsibilities

Are you passionate about building strong workplace relationships and driving impactful HR initiatives? We're looking for a Human Resource Business Partner to support our leaders and employees through thoughtful coaching, effective performance management, and seamless HR operations.

In this role, you'll collaborate with department leaders and executive management to deliver HR services that support our people and business goals. You'll be a trusted advisor on employee relations, leave administration, and compliance, while helping shape a positive and productive work environment.

What you will do:

- Partner with managers and supervisors through regular 1:1s, offering guidance and support.
- Lead and participate in employee relations matters, including investigations and performance improvement plans.
- Administer employee leave and benefits programs with accuracy and care.
- Collaborate with Talent Acquisition and department leaders to align workforce planning and job descriptions.
- Ensure HR systems and data are up to date and compliant with employment laws and best practices.
- Stay informed on HR trends and contribute to continuous improvement.

Qualifications

- Bachelor's degree in Human Resources or related field, or equivalent experience.
- 4+ years of HR experience, including 2+ years in employee relations and management support.
- Strong communication, conflict resolution, and organizational skills.
- Proficiency in Microsoft Office and HRIS systems (ADP preferred).

Apply at [Human Resources Business Partner in Wilkes Barre, Pennsylvania | Careers at Wilkes Barre, PA](#)