



Kristin Manwaring Insurance

Job Opportunity Account Manager

Summary | Kristin Manwaring Insurance (KM i) is seeking an Account Manager to join our fast-paced and growing company. KM i has been serving Washington State for over four decades, with a focus to the Port Townsend community and the Olympic Peninsula. We offer individuals and businesses a variety of Health, Life and Disability insurance options with the personal touch of small-town client-focused service.

The Account Manager will be responsible for a broad range of administrative duties, data entry and analysis, scheduling, maintaining client files, application processing, client support, and general assistance to the team of insurance brokers. The ideal candidate is self-motivated and naturally inquisitive, detail oriented, eager to learn, has a strong technical acumen, possesses excellent customer service skills and a desire to sell.

Location | Port Townsend office

Status | Non-exempt, Full Time/40 hours per week M-F

Compensation | \$24.00 - \$25.00/hour DOE

Essential Competencies |

- Professional appearance and friendly, approachable demeanor
- Above average communication skills both verbally and in writing.
- Excellent people skills; demonstrate courteous attitude in all interpersonal interactions
- Self-motivated, flexible and able to function effectively in a fast-paced, data and deadline-driven environment.
- Effective organizational skills in time-management and with electronic and paper records.
- Ability to build a strong rapport with vendors, colleagues and clients.
- Exercise critical thinking, problem solving, sound judgement, resourcefulness and proactivity
- Perform duties with precision and accuracy
- Always exhibit tactful and direct communication
- Work independently and as a member of the team
- Always maintain strict confidentiality, both in and out of the workplace
- Advanced technical aptitude with computers, software applications and MS Office suite (in particular Excel, Word, Outlook, PowerPoint), Zoom, Teams, Constant Contact and VOIP systems.
- Able to work outside normal business hours during 4th quarter and on occasion to meet business deadlines.

Qualifications | A qualified candidate has a high school diploma or equivalent and a proven ability to effectively prioritize and balance a variety of tasks in a similar position. While KM i is committed and willing to train the right candidate, prior experience in insurance is highly preferred.

Benefits | KM i offers Medical, Dental, Vision, EAP, HSA employer contribution, PTO, Holiday pay, Bonuses, discretionary Profit Sharing and 401k.

A full job description is available on our website [Kristin Manwaring Insurance | Expertise, Experience, Exceptional Service](#)

**KM i is an equal opportunity employer.*