



Kristin Manwaring Insurance

Now Hiring! Account Manager at Kristin Manwaring Insurance

Job Title: Account Manager/Licensed Insurance Sales Agent
Location: Port Townsend, WA
Status: Full-time, hourly, non-exempt. M-F, 40 hours/week
Compensation Range: \$25-\$30/hour
Benefits: Medical, Dental, Vision, EAP, HSA employer contribution, PTO, Holiday pay, Bonuses, Profit Sharing and 401k.

Read the full job description and apply at www.kristinmanwaring.com.

About Kristin Manwaring Insurance

Kristin Manwaring Insurance (KMi) has been serving Washington State for over four decades, particularly throughout 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. Join our dedicated, friendly, and growing team!

Position Summary

The Account Manager/Licensed Insurance Sales Agent is responsible for selling and supporting Medicare insurance and Individual Lines for our agency. This individual collaborates with other producers and administrative staff to support the agency's mission of providing a high-quality product with consistent superior client experience while reaching revenue targets and managing costs. The Account Manager provides excellent customer service and administrative support to KMi leadership, staff and clients and is integral to supporting, responding, processing and monitoring all aspects of our client's insurance needs. This position contributes as a Licensed Producer in our agency by selling and supporting Medicare Supplements, Medicare Advantage, Medicare Part D policies, dental and vision. This position embodies our values and principles to provide the highest level of service to our clients and demonstrates a client-centric attitude and fosters agency culture.

The ideal candidate will excel in sales, customer service, and team support. Essential duties include engaging potential and current clients to identify insurance needs, present proposals, and develop the client relationship. A keen attention to detail is required to gather and analyze complex information, work with internal and external partners, and process documentation. This position requires professional-level communication, critical thinking, and recordkeeping skills.

Preferred Qualifications and Abilities

KMi invests in our team—we will **train and support licensing** for the right candidate. Even if you don't check every box on the list, we welcome your application; your unique skills and experience could still make you a strong applicant.

- Self-motivated, flexible and able to function effectively in a fast-paced, data and deadline-driven environment
- Professional appearance and friendly, approachable demeanor
- Excellent people skills; demonstrate courteous attitude in all interpersonal interactions
- Ability to build a strong rapport and relationships with vendors, colleagues and clients
- Exceptional communication skills both verbally and in writing; able to articulate and explain complex ideas simply
- Effective organizational skills, time management skills, and attention to detail
- Maintain strict confidentiality, both in and out of the workplace
- Ability to learn and maintain thorough knowledge of industry products and current market
- Advanced technical aptitude with computers, software applications, MS Office suite, Zoom, Teams, Constant Contact and VOIP system.
- High school diploma or equivalent required
- Two (2) years of insurance experience or three (3 years) in a similar position with customer service or sales duties
- Proven track record of selling to client needs and maintaining an excellent client relationship
- Able to work outside normal business hours during 4th quarter and on occasion to meet business deadlines

KMi is an equal opportunity employer.