

Join Our Thriving Local Team as an Account Manager at Kristin Manwaring Insurance!

Job Title:	Account Manager
Location:	Port Townsend, WA
Status:	Full-time, hourly, non-exempt. M-F, 40 hours/week
Compensation Range:	\$25-\$30/hour; Annualized wage estimated at \$52,000 - \$62,400 per year plus bonuses + benefits
Benefits:	Medical, Dental, Vision, EAP, HSA employer contribution, 401k, PTO, Paid Holidays, Bonuses, and Profit Sharing

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

About Kristin Manwaring Insurance

Are you a people-person with a knack for organization and a passion for helping others? Kristin Manwaring Insurance (KMi), a respected, locally owned Health & Life insurance agency, is looking for a dedicated Account Manager to join our small but mighty team in Port Townsend, WA. For over four decades, KMi has built a reputation on experience, expertise, and exceptional service, providing personalized support to individuals and businesses across the Olympic Peninsula.

This isn't just a job; it's an opportunity to build a strong, lasting career with a company that truly invests in its people. We're a friendly, growing team committed to your development, offering opportunities for growth tailored to your skills and interests. At KMi, we listen, we empower, and we succeed together!

About the Opportunity

As an Account Manager, you'll be the backbone of our client-focused service, navigating everything from crucial administrative duties and data management to client support and application processing. You'll work closely with our team of insurance brokers, ensuring our clients receive the consistent, superior experience KMi is known for.

We're seeking a self-motivated, detail-oriented, and naturally inquisitive individual who loves to learn and connect with people. If you thrive in a fast-paced environment, possess strong technical acumen, and are eager to contribute to a supportive team, this role is for you!

What You'll Bring to KMi

KMi invests in our team—we will **train and support** you to help you excel. 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.

- Carry a friendly, approachable, and professional demeanor with excellent communication skills.
- The ability to build strong, trusting relationships with clients and colleagues.
- Exceptional organizational skills, time management, and meticulous attention to detail.
- A self-motivated and flexible approach to effectively prioritize tasks and thrive in a deadline-driven environment.
- Comfort with technology and proficiency in common software applications (MS Office suite, Zoom, Teams, etc.).
- A high school diploma or equivalent.
- The ability to maintain strict confidentiality.
- Flexibility to work outside normal business hours during our busy 4th quarter (with overtime compensation) when needed.

What KMi Offers You

At KMi, we believe in investing in our team's satisfaction and well-being, and our comprehensive compensation package reflects that commitment. Beyond a competitive hourly wage of \$25-\$30/hour (annualized at approximately \$52,000-\$62,400 per year), you'll have opportunities for additional bonuses and profit-sharing, allowing you to directly benefit from our shared success. Our robust benefits package ensures your health and financial security, including comprehensive medical, dental, and vision insurance (100% premium-paid coverage for employees), an Employee Assistance Program (EAP), employer contributions to your Health Savings Account (HSA), and a 401(k) retirement plan. We also prioritize your work-life balance with generous Paid Time Off (PTO), paid holidays, and a consistent Monday-Friday, 40-hour work week,

with occasional work-from-home and flexible schedule opportunities. This complete package is designed to support you holistically as a valued member of the KMI family.

KMi is an equal opportunity employer.