



Kristin Manwaring Insurance

## Job Opportunity Office Coordinator

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**Summary** | Kristin Manwaring Insurance (KM i) is seeking an Office Coordinator to join our fast-paced and growing company. KM i has been serving the Port Townsend community and the Olympic Peninsula for over two decades, offering individuals and businesses a variety of insurance options with the personal touch of small-town client-focused service.

The Office Coordinator will be responsible for coordinating and managing a broad range of administrative duties, data entry and analysis, scheduling, client support, and provide general support 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 and will present a professional and welcoming first contact to all clients and vendors.

**Location** | Port Townsend, WA, in-person at our office

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

**Compensation** | \$23-\$25/hour

### Essential Competencies |

- Professional appearance and friendly, approachable demeanor
- Above average communication skills both verbally and in writing
- 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), Zoom, Teams, Constant Contact and VOIP systems
- Able to work outside normal business hours during 4<sup>th</sup> 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 multi-task in a similar position. Experience in the insurance industry is not required but highly preferred. We will train the right candidate to acquire the industry knowledge necessary for this position.

**Benefits** | KM i offers Medical, Dental, Vision, EAP, PTO & Holiday pay. 401k available after 12 months of employment.

A full job description is available on our website [Employment Opportunities | Kristin Manwaring Insurance](#)

*\*KM i is an equal opportunity employer.*