



## Job Opportunity: Administrative & Marketing Coordinator

**Summary |** Interested in joining a well-established reputable company and making a difference in your community? Are you service minded? Kristin Manwaring Insurance (KMi) is seeking an Administrative & Marketing Coordinator to join our fast-paced and growing company. KMi has been serving the Port Townsend community and the Olympic Peninsula for over four decades, offering individuals and businesses a variety of insurance options with the personal touch of small-town client-focused service.

The Administrative & Marketing 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 agency staff. Providing exceptional customer service, building rapport with vendors, and collaborating with the KMi team is an integral part of this position. With the goal of enhancing our clients' experience, the Administrative & Marketing Coordinator is responsible for implementing and coordinating the marketing and advertising needs for the agency including communication and marketing channels such as website, social media, newsletters, email campaigns, and collateral materials. In addition to maintaining our vision by adhering to our values and guiding principles, this position must provide the highest level of service to our clients and collaborate with the KMi team to maintain a focused, client-centric culture.

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 demeanor 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-\$27/hour

### **Essential Competencies |**

- Professional appearance and friendly, approachable demeanor
- Excellent people skills; demonstrate courteous attitude in all interpersonal interactions
- Exceptional 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, and VOIP systems. Experience with WordPress, Adobe Creative Suite, Canva and Facebook is preferred.
- Critical awareness of visual appeal as it relates to graphic design and communication layout

**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. Marketing and/or insurance experience is a plus. We will train the right candidate to acquire the industry knowledge necessary for this position. Must be able to work outside normal business hours during 4<sup>th</sup> quarter and on occasion to meet business deadlines

**Benefits** | KMi offers Medical, Dental, Vision, EAP, PTO & Holiday pay and 401k.

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

*\*KMi is an equal opportunity employer.*