



KDM Acquisitions, LLC (formerly KDM Development Corp.), is a “hands-on” full service property management company, specializing in the management of manufactured home communities. ***Our goal is to provide clean, attractive and affordable places for our residents to live.*** By consistent application of community guidelines, our on-site management strives to maintain the properties to be competitive with other forms of housing, and to maintain the value of the residents’ individual homes by maintaining the park as a whole. (We also offer additional services to assist in the purchase and financing of homes in order to maintaining and improve occupancy in our parks.)

KDM began in 1995 by a few individuals interested in the acquisition of mobile home parks. **Their philosophy was to purchase properties that had the potential for improvement, to renovate and upgrade as necessary and improve the operating standards.** As the industry has grown, so has KDM. KDM and affiliated entities currently manage 47 manufactured home communities in 18 states, containing 7500 rental sites. Our corporate office is located at 1080 Pittsford Victor Road, Suite 202, in Pittsford NY 14534.

KDM Acquisitions is looking for an energetic, conscientious and detail-oriented individual who enjoys making a difference, being part of a team and takes pride in their career to work in our fast-paced office.



ADMINISTRATIVE ASSISTANT FOR OUR ON-SITE OFFICE AT COTTON FARMS MHP, LLC

JOB DESCRIPTION/RESPONSIBILITIES:

Provide administrative support for the mobile home Park Manager

- provide general administrative and clerical support including mailing, scanning, faxing and copying to management
- maintain electronic and hard copy filing system
- open, sort and distribute incoming correspondence, and lot rent payments
- perform data entry and scan documents, such as invoices, proposals, lot rent payments, and documents pertaining to our mobile home parks' water quality, operations and management
- manage calendar for Park Manager
- assist in resolving any administrative problems
- run company’s errands to post office and office supply store
- answer calls from vendors and tenants regarding their inquiries relative to administration/accounting
- prepare and modify documents including correspondence, reports, drafts, memos and emails
- schedule and coordinate meetings, appointments and travel arrangements for Park Manager / Operations Manager
- maintain office supplies for department by tracking inventory and ordering supplies as needed
- Tracking of inbound merchandise to ensure the on-time arrival of product, via email, phone and internet

- Timely follow-up of priority orders and delivery appointments
- Data entry and file maintenance (new item set-ups, PO tracking comments, and more as needed)
- Generate, maintain and manage month end reports designed to provide support to the Accounts Receivables and Payables management teams at our corporate office
- Provide additional administrative support for the park manager as requested
- Reviewing/answering emails
- Prepare and issue Demands for Rent, Eviction Notices, and Past Due Notices.
- Prepare and submit Employee Reimbursement reports for Operations Manager or Park Manager.
- Special Projects as assigned

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma
- 2+ years administrative experience in a corporate setting
- Experience in a human resources department a plus
- Detailed-oriented with good analytical skills is desired
- Proficient in Microsoft Word, Excel and PowerPoint
- Ability to write, speak and interact clearly ***and professionally***
- Extremely organized. Strong multi-tasking and time-management skills is a must
- ***Can handle sensitive information with the highest degree of integrity and confidentiality***

We offer attractive, competitive compensation and benefits including, medical, dental, vision, life, paid vacation and sick days, and 401k for our full-time employees. However, this position is anticipated as a part-time position, totaling approximately 25 hours per week. Therefore, benefits such as insurances and retirement programs would not be offered unless the position grew into one of full-time status.

Due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements. Only local candidates will be considered.

Please send resume and salary requirement to:

Michelle Drew
Administrative Coordinator / Website Administrator
Cotton Farms MHP, LLC / KDM Acquisitions, LLC

Via **fax: 603-382-8203** (please call ahead to alert us of incoming material)
or **Email: michelled@kdmdevelopment.com**

NO PHONE CALLS, PLEASE. Reply via fax or email only. Thank you!