

May 2024



# Hot Candidates

Real Estate and Property Focus

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# Property Management Focus – Residential & Commercial

## **Senior Property Manager – Bayside / Inner CBD**

Outstanding experience in Property Management with long-term roles, our candidate is in the market for a Senior Property Management.

Salary: \$90,000 + superannuation

**Contact: Amanda Buxton – amanda@buxtonpratt.com.au**

**Candidate No: 16239883**

## **Senior Property Manager – Bayside / South East – Fluent in Mandarin**

An experienced property management professional with over 12 years of dedicated service seeks a senior role in Berwick - open to team leadership positions.

Salary: \$90,000 + superannuation

**Contact: Liza Atkins – liza@buxtonpratt.com.au**

**Candidate No: 3294437**

## **Business Development Manager – Property Management – Inner CBD / Inner West**

With years of BDM experience, our candidate presents exceptionally well as an outstanding BDM. Ideally looking for a new role in the Inner CBD / Inner West.

Salary: \$85,000 +

**Contact: Amanda Buxton – amanda@buxtonpratt.com.au**

**Candidate No: 31764725**

## **Commercial Property Manager – Bayside / South East**

This candidate has over 10 years experience in Residential and more recently, Commercial Property Management. Ideally seeking a Commercial role.

Salary: \$80,000 + superannuation

**Contact: Liza Atkins – liza@buxtonpratt.com.au**

**Candidate No: 16241719**

## **Senior Property Manager – Northern / North Eastern Suburbs**

Years of property management experience with a great approach to property management, our candidate is seeking a full time role in the Northern / NE suburbs.

Salary: \$90,000 + superannuation

**Contact: Amanda Buxton – amanda@buxtonpratt.com.au**

**Candidate No: 16230050**

## **Leasing Consultant / Assistant Property Manager – Lives Kew**

With 2 years experience in leasing this young man is seeking a new challenge in a bigger agency with more career progression opportunities.

Salary: \$70,000 + superannuation

**Contact: Liza Atkins – liza@buxtonpratt.com.au**

**Candidate No: 29277315**

# Property Management Focus – Residential & Commercial

## **Commercial Property Manager – CBD / Northern Suburbs**

Fantastic Commercial Property Management experience and great presentation – ideally seeking a new long term role in the CBD or Northern suburbs.

Salary: \$100,000 - \$110,000 + super

**Contact Amanda Buxton – amanda@buxtonpratt.com.au**

**Candidate No: 16242307**

## **Senior Residential Property Manager – Eastern Suburbs**

You won't find too many candidates that have worn as many Real Estate hats in the last 25 years as this one! PM, Sales, BDM, Operations, ideally seeking a PM role now.

Salary: \$90,000 + superannuation

**Contact: Liza Atkins – liza@buxtonpratt.com.au**

**Candidate No: 16238124**

## **Senior Property Manager – South East / Peninsula – Four Days Per Week**

Lovely candidate with a great property management background, looking to return to work in a part time capacity.

Salary: \$85,000 + superannuation pro rata

**Contact: Amanda Buxton – amanda@buxtonpratt.com.au**

**Candidate No: 32352914**

## **Senior Residential Property Manager – Northern – available immediately!**

After taking some time off since the start of 2024, this young man is ready for his next challenge in property management.

Salary: \$85,000 + superannuation

**Contact: Liza Atkins – liza@buxtonpratt.com.au**

**Candidate No: 31561650**

# Support / Administration Focus

## **Office Manager / Sales Administration – Inner East / Eastern Suburbs**

Our candidate is ideally looking for a full time role – Monday to Friday to utilize her experience in Administration – excellent knowledge of sales administration, office management and property management.

Salary \$75,000 - \$80,000 + superannuation

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 16238387**

## **Sales and Marketing Administrator – South East / Bayside**

Such a great manner and attitude, this candidate has excellent experience in sales administration and marketing and would work well in any environment. Ideally seeking South East or Bayside.

Salary: \$80,000 + superannuation

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 16238459**

## **Office Manager / Operations – Inner CBD / CBD**

With an enthusiastic nature and having built her career on operations and overseeing the running of real estate offices (multi networks), our candidate is ready for a role closer to home in Melbourne's Inner CBD or CBD.

Salary: \$100,000 + superannuation

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 17186322**

May 2024



# Hot Temps

Real Estate and Property Focus

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# Temp / Contract Support

We have some highly experienced Property Managers and Real Estate Administrators available for Temp work, full or part-time to assist with:

- **Property Managers – residential and commercial**
- **Trust Accountants**
- **Sales Administration / Marketing / Advertising**
- **Owners Corporation and Facilities Management**
- **Leasing Consultants**
- **Property Management support – residential and commercial**
- **Reception**
- **Database Management**

Our hourly rates range from \$52.00 to \$66.00 depending on the position and the Temp available. This is **all inclusive** of salary, superannuation, work cover and payroll tax and you only pay for the hours the Temp actually works.

All our Temps come with **solid real estate and property experience** and can step in and hit the ground running.

Contact **Emma Buxton** to book a temp or find out more information – **0438 448 806** or **[emma@buxtonpratt.com.au](mailto:emma@buxtonpratt.com.au)**

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# Hot Jobs

Real Estate and Property Focus

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# Property Management Focus – Residential & Commercial

## **Senior Property Manager – Inner CBD (St Kilda)**

Monday to Friday and an excellent team, with procedures and a culture second to none. Based in a fun part of Melbourne's Inner CBD (St Kilda)

Salary: \$85,000 - \$90,000 + superannuation

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

## **Senior Property Manager – Yarraville**

Office-based role with all out-of-office tasks managed by field services team, offering no weekends, work-from-home flexibility, and support for personal commitments in a family-oriented agency with a pristine portfolio.

Salary: \$85,000 - \$95,000 + superannuation and commissions

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto:liza@buxtonpratt.com.au)**

## **Assistant Business Development Manager – Inner CBD (St Kilda / CBD End)**

A fantastic opportunity to pursue BDM for those keen to be trained into this role – a great team and plenty of career opportunity as well as continual training and development – ideal for a leasing consultant or a property manager wanting to pursue BDM. Monday to Friday.

Salary: \$65,000 - \$70,000 + superannuation and commissions

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

## **Property Management Support / Floating Property Manager – Kew – 2-5 days per week**

This role is ideal for someone looking for part-time hours/days (3-4 days or 5 days and reduced hours). It is predominantly supporting the PM team with their out of office tasks, with some administrative support and covering portfolios when PMs are away. Perfect for an experienced PM not wanting to manage a portfolio full time any longer.

Salary: \$65,000 - \$85,000 plus superannuation (prorated if successful person wants part-time)

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto:liza@buxtonpratt.com.au)**

## **Team Leader / Senior Property Manager – Build To Rent – Inner CBD (Port Melbourne Area)**

An exciting and different opportunity to work in the Build To Rent Space for an experienced Property Manager – oversee an Assistant PM – Real Estate License would be an advantage

Salary: \$100,000 - \$110,000 + superannuation

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

## **Property Manager – St Kilda**

Lovely St Kilda location with only 142 properties in the portfolio, work from home 1 day a week. Some properties in the north could be good for someone who lives in the Northern suburbs. Great close-knit team with dedicated team bonding days.

Salary: \$80,000 - \$90,000 plus superannuation

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto:liza@buxtonpratt.com.au)**



# Property Management Focus – Residential & Commercial

## **Assistant Buyers Advocate – Inner CBD / Inner North**

Working for a leading wealth management firm within Buyers Advocacy, this company offers so much career potential. Ideal for a Sales PA or PM wanting something different.

Monday to Friday – Hybrid

Salary: \$70,000 + superannuation

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

## **Property Manager / Team Leader – Mentone**

Tailorable portfolio with potential for Team Leader role, offering low portfolio numbers, minimum one-day remote work with flexibility, and no weekends in a dynamic environment.

Salary: \$80,000 - \$90,000 plus superannuation

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto:liza@buxtonpratt.com.au)**

## **Senior Property Manager – Inner East (Hawthorn Area)**

With an exceptional team and fantastic reputation, this role will join one of Melbourne's finest. Monday to Friday with continual training and development opportunities.

Salary: \$85,000 - \$90,000 + superannuation

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

## **Property Manager / BDM – Frankston**

Seeking a Property Manager to oversee a small portfolio, collaborating with BDM to expand the rent roll—an enticing hybrid opportunity suited for experienced PMs keen on both portfolio management and business development in Property Management.

Salary: Open to negotiation

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto:liza@buxtonpratt.com.au)**

## **Commercial Property Manager – CBD**

As part of an established and highly regarded Commercial Property firm based in the CBD, this role will oversee an extremely well run commercial portfolio mainly Inner CBD based.

Salary: \$90,000 - \$110,000 + superannuation

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

# Support / Administration Focus

## **Office Manager – Richmond**

Working for a property developer as Office Manager / Sales Administrator, this role offers variety and something a bit different. Monday to Friday and a great team.

Salary: \$85,000 - \$90,000 + superannuation

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

## **Reception / Sales Administration – Frankston**

A great opportunity for an experienced Sales Administrator / Receptionist to work with a lovely team and oversee the sales admin and reception for a team of three.

Salary: \$70,000 - \$75,000 + superannuation

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

## **Receptionist – Caulfield**

As Receptionist for this busy Sales Office based in Caulfield, this role will form part of a great team and a friendly, extremely successful office. Monday to Friday

Salary: \$60,000 + superannuation

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**