

November 2024



Hot Candidates

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Assistant Commercial Property Manager – Inner CBD / CBD

With over 2 years experience in residential real estate and having just completed the Property Degree, this lovely young man is looking to step into Commercial Property Management as an Assistant.

Salary: \$70,000 + superannuation

Contact Amanda Buxton: amanda@buxtonpratt.com.au

Candidate No: 35224821

Senior Residential Property Manager – Lives North

With 12 years experience under her belt, this candidate has just been made redundant from her current role and is seeking a new portfolio position close to home in the North – excellent references provided upon request.

Salary: \$90,000 + superannuation

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

Candidate No: 35174358

Department Manager – Property Management – South East

Currently overseeing a Department in the South East of 14 staff, this candidate has a great attitude and a long term career ahead of him in property management. Ideally seeking to try a new environment in the South East.

Salary: \$120,000 +

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

Candidate No: 34761931

Senior Residential Property Manager – Lives Hampton

This candidate has been loyal to same agency for 8 years! Took a brief break to care for a family member, and is now looking for that next long term role, available immediately for temp or perm.

Salary: \$90,000 + superannuation

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

Candidate No: 35174358

Commercial Property Management Assistant / Commercial Administration – CBD / South East

With over 15 years experience in commercial property management, administration and accounts, this lovely candidate is looking for a full time role in either the CBD or Melbourne's South East.

Salary: \$90,000 + superannuation

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

Candidate No: 16235584

Property Management Focus – Residential & Commercial

Residential Property Manager – Lives Mornington Peninsular

Available immediately our candidate with 8 years experience, this bright and bubbly candidate is looking for a great team environment.

Salary: \$80,000 - 85,000 + superannuation

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

Candidate No: 16230085

Senior Property Manager – North / North West

With years of experience in property management, this lovely candidate is in the market for a busy role as a Senior Property Manager, where she can settle in long term.

Salary: \$95,000 + superannuation

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

Candidate No: 26002111

Mandarin Speaking Senior Residential Property Manager – location flexible

Outstanding is all we can say! This experienced PM is bilingual (speaks Mandarin) and wants to be long term in her next role. Prefers PropertyME/Tree

Salary: \$90,000 + superannuation

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

Candidate No: 23973971

Senior Property Manager – South East

As a very experienced property manager, who has demonstrated longevity in her roles, this property manager would make a great team member, looking for another long term opportunity.

Salary: \$70,000 to \$75,000 +

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

Candidate No: 16233310

Residential Department Head / Team Leader / Senior Property Manager – Lives East

With over 20 years experience in Property Management and experience overseeing many staff members, she is now seeking a new Senior opportunity.

Salary: \$90,000 + superannuation

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

Candidate No: 34551684

Property Management Focus – Residential & Commercial

Property Manager – Eastern Suburbs – Part Time – 3 to 4 Days Per Week

As this experienced candidate is studying for the next few years, he is looking for a part time role to coincide with this. Great experience and a really lovely manner – ideally looking around Box Hill.

Salary: \$80,000 to \$85,000 + pro rata

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

Candidate No: 33010323

Assistant Residential Property Manager – Lives Carlton

With previous experience as an Assistant Property Manager / Leasing Consultant, this candidate took a break from the industry and now eager to get back in with a agency close to home in Carlton.

Salary: \$70,000 + superannuation

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

Candidate No: 31433342

Administration – Property Management and Sales – Inner CBD / Inner East – Part Time – 3 Days Per Week

Our candidate brings with her great experience in the industry and is ideally looking to put this to good use in an administration capacity on a part time basis – 3 to 4 days per week.

Salary: \$80,000 + super pro rata

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

Candidate No: 34611094

Senior Property Manager – Inner CBD / Bayside / Inner East

An exceptional Senior Property Manager with outstanding long term experience – such a great attitude and looking for her next long term move.

Salary: \$90,000 + superannuation

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

Candidate No: 34971514

Sales / Support / Administration Focus

EA / PA / Office Management / Sales Secretary / Administration - Lives East

This candidate is open to pretty much anything admin based in Real Estate, would consider part time portfolio management again only.

Salary: Flexible

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

Candidate No: 34611094

Bookkeeper / Trust Accountant – CBD / North West – Four Days Per Week

An exceptionally experienced Bookkeeper / Trust Accountant, in both commercial and residential property, our candidate is looking for a new role four days per week in the CBD to North West.

Salary: \$90,000 + (pro rata)

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

Candidate No: 28914737

General Manager / Operations – Inner CBD

With over 10 years experience spanning Project Sales to General Management roles within real estate and investment firms, this candidate is relocating back to Melbourne after 12 months away and seeking a similar role – exceptional presentation, experience and professionalism. He will be a great addition to a solid team.

Salary: TBA

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

Candidate No: 25824588

Executive Assistant / Campaign Manager – Inner CBD

With fantastic experience over the last 10 years in Senior Property Management, before moving onto Campaign Management and EA roles, our candidate would make a great addition to a professional real estate team.

Salary: \$85,000 to \$90,000 +

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

Candidate No: 16236631

Sales Administration / Marketing – Eastern / North Eastern Suburbs

Our very experienced candidate has relocated and seeking a new role close to home in the East / North East. Fantastic marketing and sales administration experience.

Salary: \$80,000 to \$85,000 + superannuation

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

Candidate No: 16237733

Support / Administration Focus

Trust Accountant – Eastern Suburbs – Three Days Per Week

With a fantastic attitude and sound Trust Accounting experience, this candidate would make a lovely addition to a successful team. Ideally seeking 3 days per week in the Eastern suburbs.

Salary: \$90,000 + (pro rata)

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

Candidate No: 28386967

November 2024



Hot Jobs

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Junior Property Manager – Glen Waverley

This is an ideal opportunity for a real go getter that has ideally had some experience in Property Management to take on a portfolio with full supervision and training – it's all about your attitude!

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

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

Property Manager or Assistant Property Manager – Inner CBD (Richmond Area)

Such a lovely team – Monday to Friday and 1 in 4 Sat's with time in lieu. Leasing and administration support, this role would be ideal for those looking for some extra training as well.

Salary: \$70,000 to \$80,000 + superannuation

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

Senior Property Manager – Caulfield

This boutique agency has an excellent local reputation and seeking someone to take on a high volume, with assistance. In return you will get remunerated very generously.

Salary: \$100,000 + superannuation

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

Head of Property Management – Eastern Suburbs

Great opportunity for experienced Department Head with an extensive knowledge of strategy and growth

Salary: Upwards of \$150,000 + superannuation

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

Business Development Manager – Carlton

Our client is part of a very successful franchise group who are ideally looking for an established BDM with a proven track record – if you produce the listings, you will be remunerated very well!

Salary:

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

Leasing Consultant – Inner CBD (Pahran Area)

As part of a team of two Leasing Consultants, this is a great role for those looking for an entry level role or a move into the property management arena.

Salary: \$60,000 to \$65,000 + superannuation

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

Property Management Focus – Residential & Commercial

Assistant Commercial Property Manager – Inner CBD (Richmond Area)

Fantastic Opportunity to step into Commercial property and be trained by a great team, with genuine career opportunity.

Salary: \$70,000 + superannuation

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

Property Manager – Part Time – 3 Days PW (South Yarra Area)

A great opportunity to work three days per week to assist in property management – ideal for those property managers looking for a part time role in a lovely boutique agency.

Salary: \$60,000 + superannuation

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

Sales / Support / Administration Focus

Executive Assistant – Inner CBD (Albert Park Area)

Working Monday to Friday and overseeing the sales administration for this well known and highly respected brand, as part of a pod – plenty of variety and working for Melbourne's best

Salary: \$90k + superannuation

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

Reception / Administration – Inner CBD – (Caulfield Area)

A great role and ideal start to real estate, as this role will provide career growth to property management. An Agents Rep Certificate is essential for the position.

Salary: \$60,000 + superannuation

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

Executive Assistant – Inner CBD (Armadale Area)

A rare and fantastic opportunity for an EA to support a Director of this very upmarket property firm, based in Armadale – Monday to Friday.

Salary: \$80,000 + superannuation

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

Reception / Administration – Part Time – 3 Days PW Inner CBD (Brighton Area)

Fantastic role and opportunity for those from a real estate background to assist this lovely upmarket real estate office with sales and PM administration on a part time basis.

Salary: \$70,000 + superannuation pro rata

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

Sales Cadet – Inner CBD (Williamstown Area)

For those looking to pursue a career in sales this role is an ideal start – great, well known name and extremely professional agency with a friendly team.

Salary: \$60,000 + superannuation

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

Trust Accountant – Commercial – South East – 3 Days Per Week

A lovely commercial office looking for a Commercial Trust Accountant with Cirrus8 experience to manage their Trust. Ideal role for those looking for a part time opportunity close to home.

Salary: \$45.00 to \$50.00 per hour + superannuation

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



Amanda Buxton

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