

April 2024

BUXTON PRATT
PROFESSIONAL PLACEMENTS



Hot Candidates

Real Estate and Property Focus

PROPERTY MANAGEMENT / BDM

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 + superannuation

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

Candidate No: 31764725

Senior Residential Property Manager – location flexible

This candidate has exceptional portfolio experience and fluent in English and Mandarin. One of our clients described her as 'the best temp in her 30 years of been a business owner.'

Salary: \$90,000 + superannuation

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

Candidate No: 31384236

Senior Residential Property Manager – Eastern suburbs – Mandarin speaking

Having just recently relocated for New Zealand, our candidate is seeking a Senior PM position near Box Hill. Excellent experience including overseeing a department. Fluent English and Chinese.

Salary: \$90,000 + superannuation

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

Candidate No: 16241065

Senior Property Manager – Northern / North Eastern Suburbs

Years of property management experience and an excellent approach to property management, our candidate is seeking a full time role closer to home in the Northern / NE suburbs.

Salary: \$90,000 + superannuation

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

Candidate No: 16230050

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! She has done it all, PM, Sales, BDM, Operations, ideally seeking a PM role now.

Salary: \$90,000 + superannuation

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

Candidate No: 16238124

Commercial Property Manager – CBD

Fantastic long term Senior Commercial Property Management experience – ideally seeking a new long term role in the CBD or surrounds. Highly recommend – great presentation and attitude.

Salary: \$110,000 to \$120,000 + superannuation

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

Candidate No: 16236907

PROPERTY MANAGEMENT / BDM

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!

Lots of a great experience in managing a residential portfolio he is well spoken & well presented

Salary: \$85,000 + superannuation

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

Candidate No: 31561650

Property Manager – Inner East / East

Amazing candidate wanting something closer to home – end to end experience along and knowledge of all the favoured real estate software packages.

Salary: \$75,000 + superannuation

Contact: Anthony Frazzetto – anthony@buxtonpratt.com.au

Candidate No: 32598465

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 and utilize her skills and experience to date.

Salary: \$85,000 + super pro rata

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

Candidate No: 32352914

Commercial Property Manager – South East

Equipped with over 18 years experience in Property Management (residential and comm) Seeking an opportunity within a forward thinking commercial only office with great career progression

Salary: \$95,000 + superannuation

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

Candidate No: 16241206

Business Development Manager – Bayside / South East

Outstanding experience in Property Management, Leasing and BDM this candidate is looking for a new opportunity to focus solely on Business Development within property management.

Salary: \$85,000 + superannuation

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

Candidate No: 16238031

Commercial Property Manager – South East

Equipped with over 18 years experience in Property Management (residential and commercial) this candidate has not looked back since he entered the commercial arena!

Salary: \$95,000 + superannuation

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

Candidate No: 16241206

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Hot Candidates

Real Estate and Property Focus

ADMINISTRATION / SUPPORT

Administration / Property Management / Reception – Bayside (Brighton Area)

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

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

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

Candidate No: 16242326

Receptionist/Administration Support/Secretary – Flexible Location

This candidate is seeking a support role in a busy, forward thinking office. Equipped with fantastic admin experience in Real Estate she would be an asset and an ideal front of house.

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

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

Candidate No: 29277315

Senior Facilities Manager – South East / Bayside / CBD

Currently in a Property, Facilities and Building Project Management role at a very senior level our candidate has also overseen a Property and Facilities department in the past. Excellent!

Salary: \$150,000 + superannuation

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

Candidate No: 16241206

Sales / Marketing

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. Seeking South East or Bayside.

Salary: \$80,000+ superannuation

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

Candidate No: 16238459

Operations / EA / PA / Sales support – Flexible Location

Excellent experience in Real Estate operations and sales support, this candidate would ideally love another Operations or Office Management role in a dynamic and fast paced agency.

Salary: \$85,000 + superannuation

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

Candidate No: 16238124

Sales Executive / PA – Eastern Suburbs

Talented multi-skilled candidate with 4 years of sales/personal assistant experience. Ideally looking for similar role within Manningham and can begin immediately.

Salary: \$75,000 to \$85,000 plus superannuation

Contact: Anthony Frazzetto – anthony@buxtonpratt.com.au

Candidate No: 16361040

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Hot Temps

Real Estate and Property Focus

HOT TEMPS

Contact: Emma Buxton – emma@buxtonpratt.com.au

VIVIAN

Location: Wantirna South

Availability: Full time

Position: Property Manager

SOPHIE

Location: Sandringham

Availability: Full time

Position: Reception / Property Management Support

JUNE

Location: Seaford

Availability: Full time, Immediately

Position: Property Manager

GEORGIA

Location: Mentone

Availability: Full time

Position: Receptionist

SALLY

Location: Mordialloc

Availability: 4 days a week from now

Position: Property Manager

KIM

Location: Balwyn

Availability: 3 days per week, Immediately

Position: Leasing and Property Management

BEVERLLY

Location: Cranbourne North

Availability: 3-4 days per week

Position: Property Manager

JOSEPH

Location: Fawkner

Availability: Full time

Position: Property Manager

CONNIE

Location: Kensington

Availability: Full time

Position: Leasing, Sales, Admin Support

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Hot Jobs

Real Estate and Property Focus

PROPERTY MANAGEMENT / BDM

Senior Property Manager – South Yarra Office – Portfolio in the South East

A fantastic opportunity for a Senior Leasing Consultant to join a great team with a fantastic culture. Ideal for a Property Manager who doesn't want to manage a portfolio anymore, this is a great base salary for a leasing role.

Salary: \$90,000 plus superannuation plus commissions plus fully maintained company car (for personal use as well) package is circa \$120,000!

Contact: Liza Atkins – 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 to \$90,000+ superannuation

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

Commercial Property Manager – South East

A great opportunity for an experienced Commercial Property Manager to join a fantastic, fun, professional team based in Melbourne's Inner South East.

Salary: \$90,000 to \$110,000 plus superannuation

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

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 to \$90,000 plus superannuation

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

Commercial Property Manager – Bayswater

Buxton Pratt Consulting placed the property manager that is moving on from this portfolio 6 years ago, so the portfolio is in pristine condition!

Salary: \$100,000 plus superannuation

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

Property Manager – North

Manage a portfolio of local properties of new homes and apartments with full Leasing support, PropertyME, IRE & Inspection Express!

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

Contact: Anthony Frazzetto – anthony@buxtonpratt.com.au

PROPERTY MANAGEMENT / BDM

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 to \$70,000 plus superannuation and commissions

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

Property Manager – City of Moreland

Portfolio of 140 local properties all within 10km of the office. Enjoy the luxury of having a full team of assistants and leasing executives!

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

Contact: Anthony Frazzetto – anthony@buxtonpratt.com.au

Property Manager (entry level) – City of Hume

Seeking a motivated individual who has recently completed their Certificate IV in Real Estate to join a dynamic Property Management team.

Salary: \$55,000 to \$60,000 plus superannuation

Contact: Anthony Frazzetto – anthony@buxtonpratt.com.au

Leasing Executive – CBD - (3 days per week – Mandarin speaking highly regarded)

Great opportunity for someone that would like to take a step back or reduce their hours while still working within the Real Estate space.

Salary: \$70,000 to \$80,000 plus superannuation (pro-rata)

Contact: Anthony Frazzetto – anthony@buxtonpratt.com.au

Leasing Consultant – Windsor

A fantastic opportunity for a Senior Leasing Consultant to join a great team with a fantastic culture. Ideal for a Property Manager who doesn't want to manage a portfolio anymore, this is a great base salary for a leasing role.

Salary: \$75,000 plus superannuation and commissions

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

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Hot Jobs

Real Estate and Property Focus

ADMINISTRATION / SUPPORT/ SALES

Sales and Marketing Manager – South Yarra

Working alongside an additional Sales and Marketing Manager to oversee administration and support the Sales Consultants for this upmarket and very supportive company, based in a beautiful part of Melbourne.

Salary: \$80,000 plus superannuation

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

Reception/Sales Administration – Blackburn

Join a fabulous close knit team as front of house/sales administrator. Experience in Sales Administration will ensure your success for this role.

Salary: \$70,000 plus superannuation

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

Commercial Trust Accountant – (3 days per week) – South East

An opportunity exists for an experienced and motivated individual to a successful Commercial agency located in the City of Monash, managing the day-to-day accounting activities.

Salary: \$90,000 to \$95,000 plus superannuation(pro-rata)

Contact: Anthony Frazzetto – anthony@buxtonpratt.com.au

Office Manager / Sales Administration – Richmond

As Office Manager and Sales Administration this role will work for a property developer based in Richmond and will support a successful sales marketing team as well as the general running of the office. Monday to Friday.

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

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

Residential Trust Accountant – Windsor

Our client seeks an experienced Residential Trust accountant to manage all trust duties for 1500 properties, with potential for remote work and a great team environment.

Salary: \$85,000 - \$100,000 plus superannuation

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

Sales Personal Assistant – Bayside (Brighton Area)

A great role for an experienced PA to work alongside a very successful Director and oversee diary management, client liaison and marketing campaigns. A lovely office with a great team so lots of fun. Monday to Friday.

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

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