

June 2024



Hot Candidates

Real Estate and Property Focus

Property Management Focus – Residential & Commercial

Senior Property Manager – South East (Dingley)

With 10 years experience in property management, our candidate is looking for a Senior Property Management role close to home where he can settle in long term – Speaks Mandarin as well.

Salary: \$90,000 + superannuation

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

Candidate No: 33110468

Residential Senior Property Manager – East / South East – Speaks Fluent Mandarin

With 15 years experience in residential property management, our candidate is looking for a new Senior Property Management role in a friendly, dynamic and long standing team.

Salary: \$90,000 + superannuation

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

Candidate No: 23973971

Senior Commercial Property Manager – North / CBD

With over 30 years of Commercial experience this candidate has done it all! Management, sales, leasing, and leading a department. She is now seeking a new role and her main priority and motivator is work life balance and flexibility so ideally looking for a role close to home in the North with some WFH options.

Salary: Circa \$120,000

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

Candidate No: 26214705

Asset Manager – Commercial – Inner CBD / CBD

With years of experience both in commercial property management and directly for Landlords, our candidate is seeking a new opportunity.

Salary: \$120,000 + superannuation

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

Candidate No: 16231714

Residential Senior Property Manager / Team Leader – Hawthorn Area

This candidate is exceptional in every sense of the word and has managed many portfolios at a senior level, as well as overseen a team. She is open to both types of roles.

Salary: \$100,000 + superannuation

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

Candidate No: 31937928

Sales Administration – Residential / Commercial – South East / Peninsula

With outstanding experience in both residential and commercial sales and property management administration, this candidate is seeking a full-time role close to home in Melbourne's South East

Salary: \$75,000 + superannuation

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

Candidate No: 33341260

Residential Senior Property Manager – Brighton Area

Having relocated to Bayside, this vivacious candidate is seeking a new residential property management position in Inner bayside. Would love to utilize her BDM skills in a new role as well.

Salary: \$90,000 + superannuation

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

Candidate No: 30731120

Property Management Focus – Residential & Commercial

Senior Commercial Property Manager – Lives Geelong (happy to travel to CBD)

With 15 years experience in the commercial arena, our candidate is seeking a new Senior Portfolio role in between the CBD and Geelong. Very happy to travel for the right position and be part of a great team and culture.

Salary: \$100,000 + superannuation

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

Candidate No: 16241586

Residential Senior Property Manager – Mornington / South East

This delightful candidate is seeking a Client Relationship role, where she can focus on the clients and ensure they receive the best customer service. A high volume portfolio role that is mainly office based would be ideal.

Salary: \$80,000 + superannuation

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

Candidate No: 31319451

Department Manager / Team Leader / Senior Property Manager – South East / Inner CBD / Bayside

With years of experience and such a great manner perfect for managing a team, this candidate brings a wealth of knowledge to a role in Melbourne's Inner CBD / Bayside or South Eastern suburbs.

Salary: \$120,000 + superannuation

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

Candidate No: 16241280

Residential Senior Property Manager – North

As a long term candidate, he always receives great feedback. Seeking a new opportunity within a smaller, boutique organization. Equipped with excellent property management knowledge, including the new legislation he would be an asset to any Real Estate company.

Salary: \$90,000 + superannuation

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

Candidate No: 16240819

Business Development Manager – Lives East – FANTASTIC track record!

Working as a Senior BDM at the same company for more than 7 years and now in the market for a new role close to home in Melbourne's Eastern suburbs. Keen to join a well branded franchise with good market presence to help take her BDM career to the next level.

Salary: TBA

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

Candidate No: 33463695

Property Manager – Malvern East

Having worked with one company for over 15 years, our candidate feels he's ready for a change. With a hard working, work ethic, our candidate prefers to work in the office with a fun, professional team.

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

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

Candidate No: 33460392

Property Management Focus – Residential & Commercial

Residential Senior Property Manager – Mornington / South East

As a current temp this candidate's feedback has been outstanding. With 20 years experience and proficiency in Property Me and Property Tree, our candidate is available straight away.

Salary: \$90,000 + superannuation

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

Candidate No: 30526438

Commercial Property Manager – South East

Our candidate comes from years of residential and commercial property management experience and is now seeking a new Commercial Property Management role in an established Southeast/Bayside agency.

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

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

Candidate No: 16241206

Support / Administration Focus

Sales Administration / Office Manager – Eastern Suburbs / Inner CBD

Having been with her current company for the past 7 years as Office Manager and Sales Administrator, our candidate has decided it's time for a change. Similar role would be ideal.

Salary: \$75,000 + superannuation

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

Candidate No: 16238287

Office Manager / Coordinator – Inner CBD (South Yarra)

With 2 years experience in a similar role, this exceptionally well presented candidate is ideally seeking a role in the Inner CBD where she can settle in long term.

Salary: \$80,000 + superannuation

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

Candidate No: 33367432

Sales Administration / Marketing / PA – Mornington Peninsula

Our candidate comes from excellent experience in Sales Administration and Marketing with high end agency's in both Melbourne and the Peninsula. Ideally seeking a full-time role to utilize her skills.

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

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

Candidate No: 20624544

June 2024



Hot Temps

Real Estate and Property Focus

Temp / Contract Support

Contact Emma Buxton to book a temp or find out more information – 0438 448 806 or emma@buxtonpratt.com.au

JOANNE - St Kilda

Owners Corporation Support | Property Management Administration

Available immediately – 4 days a week

MATT - South-East

Property Management – highly experienced and will hit the ground running

Available Immediately - full time

EVELYN - Keysborough

Immediately – 3-4 days per week

Property Management – long term in demand Temp

Available Immediately – 3-4 days per week

ANNE - Narre Warren

Property Management – solid long-term experience and capable Temp

Available Immediately – 4 days per week

MONIQUE - Frankston

Property Management - Amazing ongoing temp, hits the ground running

Available immediately - full time

JOANNE - Oak Park

Reception | Commercial and Residential Sales and PM Administration

Available immediately - full time

JUNE - Seaford

Property Management – always in demand

Available from mid-June - full time

SOPHIE - Sandringham

Reception | Property Management Support – extremely capable and reliable

Available immediately – 4-5 days a week

VIVIAN - Wantirna South

Property Management | Leasing | Property Management Support

Immediately – 4 days a week

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Hot Jobs

Real Estate and Property Focus

Property Management Focus – Residential & Commercial

Senior Property Manager – Inner West (Altona Area)

With an exceptional team and fantastic reputation, this role will join a friendly property management team to oversee 150 properties in a very clean portfolio.

Salary: \$85,000 + superannuation

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

Residential Senior Property Manager – Toorak

Beautifully clean portfolio with work from home flexibility. Leave office at 4pm and all out of office tasks taken care of.

Salary: \$90,000 + superannuation + approximately \$8,000 in annual incentives

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

Property Manager – Eastern Suburbs (Doncaster Area)

Joining a lovely team of property managers, this role will provide a great long term opportunity for a portfolio of 150 properties. Opportunity to work close to home with a fun and friendly team.

Salary: To \$85,000 + superannuation

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

Residential Senior Property Manager – Thornbury

Lovely close knit team in a great location, Property Managers are heavily supported with administration, leasing/OFls and ingoings. Thorough handover will be provided.

Salary: \$90,000 + superannuation

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

Senior Property Manager – Inner CBD (Caulfield Area)

As Senior Property Manager, this Monday to Friday role will work with a well-known local agency with one day work from home each week. Local portfolio and great support.

Salary: \$85,000 + superannuation

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

Residential Senior Property Manager – St Kilda

This role would suit someone young at heart and wanting a really fun team and working environment! Excellent and highly regarded franchise group in Bayside's St Kilda.

Salary: \$90,000 + superannuation

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

Industrial Property Manager – Western Suburbs

For those looking to work close to home with a great team and well-regarded commercial company, as property manager – small portfolio with BDM opportunity.

Salary: \$90,000 + superannuation and commissions

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

BDM – Peninsula – Commercial and Residential

For those who love BDM, this opportunity with a great agency along the Peninsula would be a great move – specialising in both residential and commercial and a long term, excellent brand.

Salary: \$80,000 + superannuation and commission

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

Property Management Focus – Residential & Commercial

Commercial Senior Property Manager – St Kilda

Portfolio sits at around 160, mixture of office/retail/industrial. Carpark, laptop and phone provided, work from home 1-2 days, flexible hours offered and PMS are fully supported with a Trust Accountant, Assistant PM and Facilities Manager.

Salary: circa \$120,000 + incentives (incentive scheme can be provided upon request)

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

Assistant Property Manager – South East

With a year's experience on Reception, Leasing or Assistant PM, this role will be a great stepping stone to a very good agency and property management career.

Salary: \$60,000 + superannuation

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

Support / Administration Focus

Marketing Manager – CBD

As an international property firm, this role of Marketing Manager is an excellent career move for those with residential marketing and campaign management experience.

Salary: \$100,000 + superannuation

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

Sales Consultant – Inner CBD (Albert Park Area)

Join this leading, well known agency as Sales Consultant, due to growth and demand and continue your career with a successful agency.

Salary: Base + Commission

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

Sales PA / Cadet – Eastern Suburbs (Croydon Area)

As Sales PA to the leading agent within this lovely company, this role will be five days per week including Saturday. Joining their pod with two administrators, the role will be a great stepping stone.

Salary: \$65,000 + \$85,000 + superannuation and commissions

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



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