

August 2024



Hot Candidates

Real Estate and Property Focus

Property Management Focus – Residential & Commercial

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

As an experienced property manager as well as recent Department Managerial experience, our candidate is fantastic, hard working with a genuine love of property management.

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

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

Candidate No: 16241719

Senior Residential Property Manager– South East / Mornington

With over 15 years experience in portfolio management, this candidate is ready for her next long term permanent role as a Senior Property Manager in a forward thinking agency close to home in Chelsea.

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

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

Candidate No: 16234487

Commercial Administration / Assistant Commercial Property Manager – Bayside / South East / Inner CBD

Our candidate comes from a solid residential property management and EA background and is very keen to move into the commercial sector in either PM or Administration.

Salary: \$80,000 + superannuation

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

Candidate No: 16236631

Senior Residential Property Manager – Lives Brunswick – location flexible

This candidate has extensive experience and would ideally like a role where he can focus on the clients, be mainly office bound and manage a high volume as a result.

Salary: \$90,000 + superannuation

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

Candidate No: 16240819

BDM – Property Management – Mornington Peninsula

With outstanding sales experience along Melbourne's Mornington Peninsula, our candidate would like to step into a BDM role and utilize her skills long term to grow a property management portfolio.

Salary: \$80,000 + superannuation and commissions

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

Candidate No: 33797929

Residential Property Manager – location flexible (living in East)

We placed this delightful candidate in 2020 and the feedback from our client was outstanding! After a break from PM, she is now ready to find that next perfect role!

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

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

Candidate No: 23026831

Property Management Focus – Residential & Commercial

Commercial Property Manager – South East

Great commercial experience within Melbourne's South East, our candidate is looking for a new position, where she can settle in long term.

Salary: \$100,000 + superannuation

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

Candidate No: 33811779

Senior Commercial Property Manager – location central (lives Geelong)

With over 15 years experience in Commercial, this candidate is seeking a new opportunity in the inner CBD, Western or Bellarine location.

Salary: \$\$90,000 - \$100,000 + superannuation

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

Candidate No: 16241586

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

Commercial Property Manager – lives Malvern

This candidate has been with the same company for over 5 years demonstrating great longevity. He is now seeking a new CPM role closer to home in the Southeast and full time (is currently part-time)

Salary: \$75,000 + superannuation

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

Candidate No: 30812620

Residential Property Manager – lives East – Mandarin Speaking

Mandarin and English speaking Property Manager seeking a portfolio role ideally in the Melbourne. Would preferably like to work with PropertyME software.

Salary: \$85,000 + superannuation

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

Candidate No: 22413821

Support / Administration Focus

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

PA / Administration – Inner North / CBD

As an experienced PA within property as well as experience in property management, our candidate is looking for a full time role within admin – PA / Sales or PM Administration.

Salary: \$80,000 to \$90,000 + superannuation

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

Candidate No: 33226324

Sales Administrator / Reception / PA / Administration support – Lives Prahran

With extensive experience in Real Estate sales, this candidate is now seeking any sort of support role in Real Estate. Highly organized and excellent customer service.

Salary: \$80,000 + superannuation

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

Candidate No: 16241465

Marketing Manager – Inner CBD / CBD

A fantastically experienced candidate with a very professional approach to Marketing campaigns and social media. Ideal candidate to improve branding and marketing campaigns.

Salary: \$100,000 to \$120,000 + superannuation

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

Candidate No: 32840879

Receptionist – Inner CBD / CBD – Part Time – 3 Days per week

Presenting beautifully as a capable and friendly candidate, she is looking ideally for a role 3 days per week to coincide with long term study. Ideally seeking Reception in the Inner CBD.

Salary: \$55,000 + superannuation – pro rata

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

Candidate No: 33870663

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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

MATT - Inner East / Outer South East

Property Manager – highly experienced
Available from 12th August – Full time

JULIA - Bayside / Inner East

Property Manager or Office Administration
Available Immediately – 4 or 5 days / week

JOANNE - North / Inner City

Reception, Property Management
Administration
Available immediately – Full time

SARAH - Bayside

Reception | Sales Support | Marketing
Available Immediately – 3 - 4 days / week

JUNE - Bayside / South East

Property Manager
Available from end of August – Full time

LENA - East / South East

Property Manager
Available from 5th August – Full time

LUCY - East / Inner East

Sales Administration | Advertising | Sales PA
Available immediately – Full time

JESSICA - North / Inner West

Property Manager
Available immediately – Full time

VIVIAN - East / South East

Property Manager or Assistant
Available immediately – Full time

CHENG - East / Inner City

Commercial Property Manager
Available immediately – Full time

KATHERINE - West / North West

Property Manager – highly experienced
Available from 29th August – Full time

KATE - Outer South East

Property Manager
Available immediately – Full time

SANDRA - Inner West / Inner City

Property Manager or Leasing
Available immediately – Full time

NATALIE - Inner North

Property Manager or Administration
Available immediately – Full time

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Hot Jobs

Real Estate and Property Focus

Property Management Focus – Residential & Commercial

Senior Property Manager – Inner CBD (South Yarra Area)

Such a lovely team – Monday to Friday and full leasing and administration support, so this position is predominantly in the office.

Salary: \$80,000 to \$90,000 + superannuation

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

Senior Property Manager – Glenroy

Great team environment headed up by a hands on Department Head. Portfolio 160 properties, support provided to leasing, routines and rent increases.

Salary: \$80,000 to \$90,000 + superannuation

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

Property Manager – Manningham

An ideal role and company for those looking for the next step in their career – perfect for Property Managers with 1 to 2 years experience.

Salary: \$75,000 to \$80,000 + superannuation

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

Property Manager – Carrum Down

70 properties with intention to grow, end to end. Supportive culture and great perks. Phone and parking provided.

Salary: circa \$75, 000 plus FULLY maintained company car (that can be used for personal use as well)

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

Commercial Property Manager – South East

As a leading Commercial firm in Melbourne's South East, this role would make a great career move, working close to home with a fun and friendly team.

Salary: \$90,000 to \$100,000 + superannuation

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

Business Development Manager – Collingwood

An exceptionally lucrative opportunity for an established BDM with unlimited earning potential including base and commission scheme.

Salary: Up to \$100,000 plus!

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

Assistant Property Manager – South East (Bentleigh Area)

For those looking to pursue property management, this is an ideal entry level opportunity to work with a well known name and be trained in all aspects of property management.

Salary: \$55,000 + superannuation

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

Assistant Property Manager / Floating Property Manager (full or part-time) – Werribee

Our client is seeking an assistant to help the PMS with their day to day tasks. Part-time considered and an ex-PM

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

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

Leasing Consultant – Inner CBD (Armadale Area)

Monday to Friday, this is an exciting and rare opportunity to join this leading office based in a beautiful part of Melbourne.

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

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

Property Management Focus – Residential & Commercial

Junior Property Manager – Doncaster

Portfolio of 150 properties with great support, work from home one day and enjoy working in a very close knit team.

Salary: \$75,000 - \$80,000 plus superannuation

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

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

Inspections Manager – Inner CBD (Caulfield Area)

Monday to Friday, this role has plenty of variety with three days out of the office and two days in the office. Entry level role into property management.

Salary: \$60,000 to \$63,000 + superannuation

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

Senior Property Manager – Northcote

Manage a clean portfolio with incredible support incl admin, routines, entries, exits and leasing! 2 days from home, no weekends and flexible hours.

Salary: \$90,000 - \$95,000 + superannuation

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

Support / Administration Focus

Sales Trust Accountant – Inner CBD (St Kilda Area)

A leading real estate office with a great reputation, this role will join the accounts team as a Sales Trust Accountant. Monday to Friday or Four Days Considered.

Salary: \$75,000 to \$80,000 + superannuation

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

Sales Administrator – Inner CBD (Armadale Area)

Supporting this high end sales team, this gorgeous team and beautiful offices make a great work environment. Ideal opportunity for those on reception or admin to take the next step.

Salary: \$75,000 to \$80,000 + superannuation

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

Reception / Administration – Inner CBD (Caulfield Area)

A fantastic opportunity to join this leading real estate office as Receptionist and be involved in a range of Sales and PM Administration responsibilities to enhance your career.

Salary: \$60,000 + superannuation

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

Reception / Sales Administration – Frankston

This all round, Monday to Friday role would suit those with real estate experience, particularly in Sales Administration. A great team and generous remuneration is offered.

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

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

Sales PA – Toorak

This is an exciting support role for a Senior Sales Consultant to oversee marketing campaigns, PA work and Sales Administration. 5 Days Per Week with one being Saturday.

Salary: \$80,000 + superannuation

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

Commercial Trust Accountant – CBD

Great office, friendly Accounts team, this role is a great move to a successful Commercial Property company based. Based in the CBD, this role requires Commercial PM Trust experience.

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

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



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