

July 2024



Hot Candidates

Real Estate and Property Focus

Property Management Focus – Residential & Commercial

Senior Commercial Property Manager – Lives West

With over 20 years experience in Commercial Property Management this candidate is seeking a new role either in the Melbourne West, Geelong or inner CBD

Salary: \$100,000 + superannuation

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

Candidate No: 16241586

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, hardworking 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 Property Manager / Team Leader – Lives South Yarra

With 15 years experience as a Senior PM/Team leader this candidate is seeking a change of scene as a PM and/or TL. Excellent knowledge of Victorian legislation and Melbourne demographic.

Salary: \$100,000 + superannuation

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

Candidate No: 31937928

Senior Residential Property Manager – Lives Boronia – Speaks fluent Mandarin and English

This candidate would ideally love a permanent role with an agency using Property ME in the east of Melbourne. Extremely regimented and pragmatic in her approach, yet friendly and compassionate at the same time.

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

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

Candidate No: 22413821

Commercial Property Manager – CBD

With outstanding experience in commercial property management with some of Melbourne's Tier 1 firms, our candidate is seeking a new Commercial PM role requiring two days from home.

Salary: \$120,000 + superannuation

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

Candidate No: 20598402

Senior Residential Property Manager – Lives Frankston

Experienced Senior Property Manager with over 10 years of expertise encompassing property management (Residential and Commercial), sales and leasing. Her experience is further solidified with proven excellence in client service management

Salary: \$85,000 + superannuation

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

Candidate No: 31319451

Property Management Focus – Residential & Commercial

Residential Property Manager – Lives Melbourne CBD

With extensive experience in residential portfolio management, this candidate is seeking a new role, ideally in the CBD (where she lives and has no carspot so no car!) with properties all in one block or within walking distance to office.

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

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

Candidate No: 16239434

Residential Business Development Manager – location flexible

With a fabulous sales orientated personality and immaculate presentation, this candidate has the best chance of gaining new properties to your rent role with the proven BDM track record and Property Management experience.

Salary: Negotiable

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

Candidate No: 33577610

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

Senior Residential Property Manager – Lives Brunswick

With 14 years experience as a Senior Property Manager this candidate has just finished a role he was at for over 5 years and is now seeking a new opportunity in the north.

Salary: \$90,000 + superannuation

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

Candidate No: 16240819

Support / Administration Focus

Sales Administration – Bayside / Inner CBD – Part Time – 3 Days Per Week

A fantastic candidate with excellent references and lovely presentation, seeking a position 3 days per week to support sales and / or property management in an administration capacity.

Salary: \$75,000 + superannuation (pro rata)

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

Candidate No: 18925029

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

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

Reception / Administration – Inner CBD (Carlton Area)

Great real estate and administration experience in Geelong and relocated to Carlton – keen on a permanent role on Reception and / or Administration. Lovely attitude.

Salary: \$65,000 to \$70,000 + superannuation

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

Candidate No: 29387285

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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

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

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 Residential Property Manager – South Yarra

Office based Property Management role with great support. Leave at 4pm every day! One day from home and no weekends!

Salary: \$93,000 + superannuation

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

Property Manager – North (Thornbury Area)

A lovely team and great office environment, this office requires an experienced Property Manager to join them, with plenty of support and career growth.

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

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

Senior Commercial Property Manager – South Yarra

Senior portfolio, 140-170 tenancies (mixture of industrial, office and retail) work from home and flexible hours! laptop, phone and carpark provided.

Salary: \$110,000 - \$120,000 + superannuation + commissions

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

Leasing Manager – Eastern Suburbs (Doncaster Area)

Fantastic opportunity to work either Monday to Thursday and every Saturday or Monday to Friday and every second Saturday and oversee leasing for this lovely company.

Salary: \$65,000 to \$75,000 + superannuation

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

Growth Portfolio Property Manager – Armadale

Looking for something a little different taking on the new business properties and supporting the PMs with their day to day tasks? this role could be for you!

Salary: \$85,000 + superannuation + commissions

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

Commercial Property Manager – South East (Dandenong Area)

Monday to Friday, this fantastic, professional team provides plenty of support in managing this clean portfolio of 120 local properties.

Salary: \$120,000 + superannuation

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

Residential Property Manager – Doncaster

With only 150 in the portfolio and all leasing, ingoings and most of the routines taken care of, this is majority an office based role where you can work from home 1 day.

Salary: \$85,000 + superannuation + commissions

Contact: Liza Atkins – liza@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 – 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

Property Management Focus – Residential & Commercial

Commercial Property Manager – CBD

As a property investment firm, this opportunity works directly for the Landlord to oversee 60 assets across Australia. Great team and career potential.

Salary: \$110,000 + superannuation

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

Senior Property Manager – Inner CBD (Port Melbourne Area)

As Senior Property Manager, this Monday to Friday role will work with a property developer in this build to rent space.

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

Contact: Amanda Buxton – amanda@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: \$110,000 + 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

Support / Administration Focus

Marketing Administrator – South East (Glen Waverley Area)

Working for a market leader in this area, this lovely team requires a Marketing Administrator to support their team. Happy to train someone new to this area from reception or admin.

Salary \$70,000 + 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 + superannuation

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

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



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