

September 2024



# Hot Candidates

Real Estate and Property Focus

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# Property Management Focus – Residential & Commercial

## **Senior Residential Property Manager / Team Leader – Lives Prahran**

With over 20 years experience as a Property Manager and Department Head, this candidate is looking for a new role, happy to manage a portfolio.

Salary: \$95,000 + superannuation

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto:liza@buxtonpratt.com.au)**

**Candidate No: 16234870**

## **Sales Manager / General Manager / Operations / Property Advisor – Inner CBD**

With fantastic experience in managing solid teams, building and facilitating growth, project management and strategic leadership, this very well presented and articulate candidate is looking for a new role, having decided to relocate back to Melbourne in late September – he would be an absolute asset to any business.

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 25824588**

## **Senior Residential Property Manager – Lives Prahran**

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

Salary: \$85,000 + superannuation

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto:liza@buxtonpratt.com.au)**

**Candidate No: 34445985**

## **Senior Property Manager – Eastern Suburbs**

As an experienced property manager who speaks fluent Mandarin currently in the market for a new role. Lovely attitude and available straight away.

Salary: \$80,000 + superannuation

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 34600517**

## **Senior Residential Property Manager – Lives West**

Seeking a new role, and anything within Real Estate this candidate has done it all! Would prefer to manage a portfolio or do BDM.

Salary: \$85,000 + superannuation

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto:liza@buxtonpratt.com.au)**

**Candidate No: 28914399**

## **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](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 16236631**

# Property Management Focus – Residential & Commercial

## **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.

Salary: \$90,000 + superannuation

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto:liza@buxtonpratt.com.au)**

**Candidate No: 23973971**

## **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](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 33797929**

## **Senior Commercial Property Manager – Lives Inner Bayside**

This experienced Commercial Property has over 7 years experience and is looking to join a tier 2 or 3 agency, no more than about 25 staff.

Salary: \$115 + superannuation

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto:liza@buxtonpratt.com.au)**

**Candidate No: 16231180**

## **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](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 33811779**

## **Senior Commercial Property Manager – Lives Fitzroy**

With excellent commercial experience, this candidate took a short break to undertake study and is now looking at jumping back into Commercial

Salary: \$110 + superannuation

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto:liza@buxtonpratt.com.au)**

**Candidate No: 20644849**

## **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](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 16241280**

## **Department Head / Team Leader – 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: \$110 + superannuation

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto:liza@buxtonpratt.com.au)**

**Candidate No: 34551684**

# Support / Administration Focus

## **Sales Administration – Southbank / CBD**

Excellent attitude and presentation, this candidate would like to utilize her sales administration experience in a new role either in the CBD or Southbank.

Salary: \$80,000 + superannuation – pro rata

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

**Candidate No: 33805565**

## **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**

## **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**

## **Sales Administration / Compliance – Inner CBD / Inner North – Part Time – 3 Days per week**

Excellent experience and long term roles, our candidate is ideally seeking a part time role close to home, where she can utilize her experience to date.

Salary: \$80,000 + superannuation – pro rata

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

**Candidate No: 16235879**

## **Marketing / Sales Administration – South East (Pakenham Area)**

Great experience and a lovely attitude, our candidate is looking for a new role, preferably in Marketing with a leading real estate office close to home.

Salary: \$80,000 + superannuation

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

**Candidate No: 33408971**

## **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**

September 2024



# Hot Jobs

Real Estate and Property Focus

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# 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](mailto:amanda@buxtonpratt.com.au)**

## **Senior Commercial Property Manager – Collingwood**

Opportunity to join a tier 3, boutique agency and experience a great mix of retails, office and industrial. Great team culture!

Salary: \$90,000 - \$110,000 + superannuation

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto: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 + superannuation

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

## **Business Development Manager – Fitzroy**

Extremely reputable franchise agency seeking to put on another BDM due to growth, amazing earning potential, work from home!

Salary: OTE circa \$110,000 (incl base plus incentives)

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto:liza@buxtonpratt.com.au)**

## **Senior Property Manager – South East (Glen Waverley Area)**

Join this supportive and fun team as a Senior Property Manager and work Monday to Friday only managing a very clean, local portfolio.

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

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

## **Owners Corporation Manager – CBD**

Exciting opportunity to join this company's OC department due to growth, affiliated with many of Melbourne's best developers.

Salary: based on experience, circa \$100,000

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto:liza@buxtonpratt.com.au)**

## **Property Manager – Inner CBD (Caulfield Area)**

A fantastic opportunity to join this leading real estate office in property management and work close to home with plenty of support.

Salary: \$80,000 + superannuation

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

# Property Management Focus – Residential & Commercial

## **Senior Residential Property Manager – Brighton**

Portfolio of 160 in PERFECT condition, flexibility and days from home offered, lovely small office with great culture and family feel.

Salary: \$90,000 plus superannuation

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto: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](mailto:amanda@buxtonpratt.com.au)**

## **Permanent Temp Property Manager – St Kilda**

Enjoy the idea of a different portfolio every now and then? If you love temping and want a permanent temp role, this one is for you!

Salary: \$95,000 plus superannuation

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto: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](mailto:amanda@buxtonpratt.com.au)**

## **Senior Residential Property Manager – Brighton**

Portfolio of 160 in PERFECT condition, flexibility and days from home offered, lovely small office with great culture and family feel.

Salary: \$90,000 plus superannuation

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto:liza@buxtonpratt.com.au)**

# Support / Administration Focus

## **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 to \$90,000 + superannuation

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto: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](mailto: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](mailto:amanda@buxtonpratt.com.au)**

## **Sales and Compliance Administrator – PERTH!**

For those looking for a change of environment, we are recruiting for a national property developer. This newly created role will support the Perth team.

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

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**



**Amanda Buxton**

Director / Senior Consultant  
(Real Estate & Property Focus)  
[amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)  
0403 901 013



**Emma Buxton**

Director / Senior Consultant  
(Real Estate & Property Focus)  
[emma@buxtonpratt.com.au](mailto:emma@buxtonpratt.com.au)  
0438 448 806



**Liza Atkins**

Recruitment Consultant  
(Real Estate & Property Focus)  
[liza@buxtonpratt.com.au](mailto:liza@buxtonpratt.com.au)  
0419 338 314