

January 2025



# Hot Candidates

Real Estate and Property Focus

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**BUXTON PRATT**  
PROFESSIONAL PLACEMENTS

# Property Management Focus – Residential & Commercial

## **BDM – Property Management – Inner CBD**

With over 10 years experience in property management and BDM, our candidate has demonstrated longevity in her roles and is ready for a new role as a BDM with a Top Tier office.

Salary: \$95k to \$100k + superannuation and commissions

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

**Candidate No: 31764725**

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

Speaking fluent Mandarin and with great experience with some of Melbourne's best real estate offices, our candidate is looking for a new role from February this year.

Salary: \$100k + superannuation

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

**Candidate No: 16239394**

## **Assistant Property Manager – Inner CBD**

Having relocated from interstate with sound real estate experience, our candidate would ideally like an Assistant PM role or strong Administration position, to settle in long term.

Salary: \$65k + superannuation

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

**Candidate No: 35819860**

## **Entry Level – Commercial Sales and Leasing – CBD / Inner CBD**

This incredibly impressive candidates has spent the last couple of years working with one of Melbourne's leading residential offices in Sales – ideally wanting to move into Commercial Sales and Leasing.

Salary: TBA

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

**Candidate No: 35311987**

## **Senior Property Manager – South East / East / Bayside**

With over 10 years experience in property management, this lovely candidate is in the market for a busy role as a Senior Property Manager, where she can settle in long term.

Salary: \$87k to \$90k + superannuation

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

**Candidate No: 20910286**



# Property Management Focus – Residential & Commercial

## **Team Leader / Senior Property Manager – South East / Bayside**

Excellent experience in Senior Property Management as well as loyalty in roles, our candidate is seeking to step up into a Team Leader or Senior role in Property Management, where she can utilize her skills to date.

Salary: \$100k + superannuation

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

**Candidate No: 35603688**

## **Senior Property Manager – Eastern Suburbs / Inner East**

Such a great attitude and second to none work ethic, this candidate would be ideal in a Senior PM role, where she could also mentor / train more junior property managers. Exceptional presentation.

Salary: \$100k + superannuation

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

**Candidate No: 34551684**

## **Assistant Property Mgr / Leasing Consultant – Inner CBD (Hawthorn)**

With a great, positive attitude, our candidate has completed her AR, is beautifully presented and has a couple of years strong administration experience within the property industry. Ideally seeking an Assistant PM role to grow into a property manager.

Salary: \$70k + superannuation

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

**Candidate No: 35840355**

## **Senior Property Manager – Western Suburbs**

With over 10 years property management experience and much of that leading small teams, our candidate is seeking a new role after 5 years with the one company – ideally to start in January / February 2025 as Senior PM / Team Leader in the Western suburbs.

Salary: \$95k + superannuation

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

**Candidate No: 16241839**

# Sales / Support / Administration Focus

## **Sales Assistant / Cadet – Inner CBD (Bayside)**

Having completed his Agents Rep and with sound customer service experience behind him, our candidate is ready to move in his new career as a Sales Assistant / Cadet with a sound real estate office.

Salary: Base Salary and Commissions

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

**Candidate No: 35867458**

## **Owners Corporation Manager – Inner CBD**

With excellent experience in OCM for the last few years, as well as sound property management prior to this, our candidate is in the market for a new Senior OCM position for the New Year.

Salary: \$110k + superannuation

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

**Candidate No: 18128294**

## **Executive Assistant / Campaign Manager – Inner CBD**

With fantastic experience over the last 10 years in Senior Property Management, before moving onto Campaign Management and EA roles, our candidate would make a great addition to a professional real estate team.

Salary: \$85k to \$90k + superannuation

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

**Candidate No: 16236631**

## **Administration / Compliance – Property Management – Eastern Suburbs – 3 Days Per Week**

Such a lovely personality, this experienced property manager comes from a strong compliance background and would like to focus on this and / or administration 3 days per week.

Salary: \$80k to \$85k + superannuation pro rata

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

**Candidate No: 34611094**

## **Department Manager / Operations – Inner CBD / Bayside**

Senior candidates like this do not come along often and this one knows property management like very few in Melbourne. In the market for a new Operations / Head of PM role, this candidate would be an exceptional asset to any real estate office.

Salary: TBC

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

**Candidate No: 35603659**



# Sales / Support / Administration Focus

## **Sales Administration / PA – Inner CBD**

Fantastic and exceptionally presented candidate, with 12 months reception / administration experience with top tier real estate office, as well as administration roles prior to this. Ideally looking for a Sales Admin / PA role to progress her career.

Salary: \$60k to \$65k + superannuation

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

**Candidate No: 35873370**

January 2025



# Hot Jobs

Real Estate and Property Focus

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**BUXTON PRATT**  
PROFESSIONAL PLACEMENTS



# Property Management Focus – Residential & Commercial

## **Assistant Property Mgr / Leasing Consultant – Inner CBD (Sth Yarra)**

Fantastic role for those looking to pursue property management. Training provided and a great office / culture. Monday to Friday – occasional Saturday.

Salary: \$60,000 plus superannuation

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

## **Senior Property Manager – Inner CBD (Albert Park)**

With an exceptional reputation in residential real estate, this office offers a great team of property management professionals, Monday to Friday and a very clean portfolio of 140 local properties.

Salary: \$85,000 to \$90,000 plus superannuation

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

## **Senior Property Mgr or Junior Property Mgr – Inner CBD (Elwood)**

Would consider a Senior PM or someone more Junior to join their growing team. Lovely office and 1 in 5 Saturday's for inspections.

Salary: \$70,000 to \$85,000 plus superannuation

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

## **Senior Property Manager (Hawthorn)**

Fantastic team with genuine career growth and opportunity. Well known and highly regarded within the real estate industry. Excellent procedures in place.

Salary: \$85,000 to \$90,000 plus superannuation

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

# Sales / Support / Administration Focus

## **Executive Assistant – Inner CBD (Armadale)**

Beautiful location and Tier 1 office – Monday to Friday – EA to Director / Board Member – Fantastic Opportunity, for those with relevant EA / PA experience.

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

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

## **Reception / Administration – Inner CBD (Caulfield)**

Monday to Friday, this role will work alongside another Receptionist for this busy, well run office. The role is offered to those looking to train up to a Property Management role ideally.

Salary: \$55,000 plus superannuation

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

## **Sales Agent / Sales Assistant – Mornington Peninsula**

This highly regarded office specializes in Residential and Commercial Real Estate along the Peninsula and due to growth require a Sales Consultant or an Assistant to join their Sales team.

Salary: Dependent Upon Experience plus superannuation and commissions

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

## **Executive Assistant – South Yarra**

Monday to Friday, this role will support the Director and assist with Marketing Campaigns, Operations and general day to day running of the office – great team and plenty of variety.

Salary: \$90,000 plus superannuation

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

## **Sales Assistant (Bentleigh)**

A great team, with an excellent reputation is looking for those keen to pursue Sales in real estate – whether from a PM or Administration background, all training and opportunity will be provided to grow into a Sales role.

Salary: Base Salary plus superannuation and commissions

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





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