

February 2025



Hot Candidates

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Senior Property Manager / Team Leader – Bayside / South Eastern / Inner CBD

With a lovely attitude, beautiful presentation along with sound Senior Property Management experience, our candidate is ideally seeking the next step in her career. A Team Leader role would be ideal or a Senior PM role with the opportunity to progress.

Salary: \$100k + superannuation

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

Candidate No: 35603688

Assistant Property Manager / Leasing Consultant – Northern / North Eastern Suburbs

Our candidate comes with 3 years experience in property management, leasing and inspections management. Ideally looking for a role close to home in the North East, our candidate really enjoys the Assistant PM roles as well as Leasing.

Salary: \$80k + superannuation

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

Candidate No: 36116904

Assistant Property Manager / Leasing Consultant – South Eastern

With 2 years assistant property management and administration experience, our candidate is looking for her next move in real estate. With a lovely attitude and great experience, ideally seeking close to home in the South Eastern suburbs.

Salary: \$70k + superannuation

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

Candidate No: 36065096

BDM – Property Management – Inner CBD / Inner East

With over 5 years experience in BDM for Property Management, as well as general property management experience prior to this, our candidate has demonstrated longevity in her roles and is ready for a new role as a BDM with a Top Tier office.

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

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

Candidate No: 36162051

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

Candidate No: 16239394

Property Management Focus – Residential & Commercial

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

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

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

Candidate No: 20910286

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

Candidate No: 34551684

Assistant Property Manager / Leasing Consultant – Inner CBD (Hawthorn Area)

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

Candidate No: 35840355

Property Management Focus – Residential & Commercial

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

Candidate No: 16241839

Senior Property Manager – Bayside / South East

With fantastic experience and a really great attitude, this experienced property manager is ideally seeking a role in the South Eastern suburbs or Bayside. Looking for a long term role where she can grow with the team.

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

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

Candidate No: 16241890

Sales / Support / Administration Focus

Team Leader / Operations – Bayside / Stonnington

With excellent experience in both managing property management departments as well as general operations in real estate, our candidate is in the market for a new role. Having worked for some of Melbourne's most upmarket agency's our candidate has a lot of knowledge to bring with her.

Salary: TBA

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

Candidate No: 28143489

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

Candidate No: 35873370

Sales Assistant / Cadet – Inner CBD (Bayside Area)

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

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

Candidate No: 18128294

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

Candidate No: 35603688

Sales / Support / Administration Focus

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

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

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

Candidate No: 35603659

Commercial or Residential Administrator / EA – CBD / Inner North

Our candidate comes from excellent experience in both residential and commercial administration and is ideally looking for a new role based in the CBD or close to home in the Inner North. Lovely attitude and a very strong administration background.

Salary: \$85k to \$90k plus super

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

Candidate No: 36126628

January 2025



Hot Jobs

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Assistant Property Manager (Hawthorn Area)

Fantastic role for those looking to pursue property management. Training provided and a great office / culture. Monday to Friday – 1 in 4 Saturday's with time in lieu. Ideal for Receptionist, Leasing Consultant or APM looking for next step with a well known and highly respected office.

Salary: \$70,000 plus superannuation

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

Commercial Property Manager (Hawthorn Area)

Working for a Funds Management company (Landlord) this role of Commercial Property Manager will oversee a very clean portfolio across Australia. With some travel each year along with a great, supportive team in a lovely location, this role would make a very good move for an experienced Commercial Property Manager.

Salary: \$130k plus superannuation

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

Senior Property Manager – Inner CBD (Albert Park Area)

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

Property Manager – Bayside (Brighton Area)

Working Monday to Friday for this lovely boutique agency, offering administration and leasing support, this would be a lovely move for an experienced property manager. Beautiful offices, location and team.

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

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

Business Development Manager (South East)

With one of Melbourne's most successful property companies, this role will join a team of 4 in BDM. With fantastic procedures and contacts within the industry, this role would be an ideal move up to a corporate property company for a BDM or Salesperson.

Salary: \$150,000 + plus superannuation

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

Senior Property Manager or Junior Property Manager – Inner CBD (Elwood Area)

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

Sales / Support / Administration Focus

Marketing Manager – South Yarra

An exceptional and rare opportunity for those with Marketing experience wanting to work as a Marketing Manager with an excellent real estate company. Overseeing social media, brand management and marketing campaigns for some of Melbourne's most prestigious properties.

Salary: \$110,000 plus superannuation

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

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

Reception / Administration – Inner CBD (Caulfield Area)

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: \$60,000 plus superannuation

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

Team Assistant – Commercial (Maternity Leave) – Inner CBD (Hawthorn Area)

A fantastic and rare opportunity to work within a Commercial Funds Management company as Team Assistant to the Commercial Property Management Team. Great office and supportive team, this would be ideal for an experienced Commercial Administrator.

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

Contact: Amanda Buxton – 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

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



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