

April 2025



Hot Candidates

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Senior Property Manager / HOD / Accounts / TA / Operations – South Eastern Suburbs

Our candidate has come from years of experience with longevity in her roles, which include HOD, Operations and overseeing and managing Accounts. Seeking a new role where she can utilize her experience to date in Melbourne's South Eastern suburbs. A great candidate with a wonderful attitude and experience.

Salary: TBC

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

Candidate No: 16240452

Senior Residential Property Manager – Cheltenham

With over 15 years industry experience, this candidate is currently in a part-time role and is seeking new opportunities that are full-time due to her circumstances changing. Happy to look at portfolio roles in the Southeast and bayside areas.

Salary: \$85,000 plus superannuation

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

Candidate No: 16240111

Senior Property Manager – Inner CBD

With 5 years property management experience along with a successful marketing career prior to this, our candidate is in the market for a Senior PM role and has a lovely client focused manner about her.

Salary: \$95,000 to \$100,000 + superannuation

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

Candidate No: 16240086

Senior Residential Property Manager – Kew

This candidate has been temping with us for an extended amount of time and the feedback is excellent! She is now looking for the stability and longevity of a permanent portfolio in the east and close to home.

Salary: \$90,000 plus superannuation

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

Candidate No: 16242752

Commercial Property Manager – Peninsula / South East

With a great attitude and presentation, our candidate is seeking a new role close to home, along the Peninsula to utilize his commercial property management skills, enjoy career growth and work closer to home.

Salary: \$110,000 to \$120,000 + superannuation

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

Candidate No: 36688798

Property Management Focus – Residential & Commercial

Senior Residential Property Manager – Inner Bayside – preferably 4 days

This candidate is super efficient, with excellent experience in super portfolios and would love a 4 day a week portfolio role. It is vitally important to him that his next role is with a company that prides themselves on having a great working environment, culture and strong focus on work/life balance.

Salary: \$90,000 plus superannuation

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

Candidate No: 25878203

Property Manager – Inner West / Western Suburbs

With over four years experience and longevity in roles, our candidate is in the market for a new Property Management experience closer to home, in Melbourne's West – great attitude and love of PM.

Salary: \$85,000 + superannuation

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

Candidate No: 32691855

Senior Commercial Property Manager – Inner Bayside

With excellent knowledge of the Commercial sector and a very impressive track record working for some of Melbourne's most prestigious Commercial firms, this candidate is looking for a change, and new challenge. Happy to travel for the right role.

Salary: Circa \$120,000 plus superannuation and incentives

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

Candidate No: 16239443

Commercial Property Manager – CBD / Inner CBD

Our candidate comes with over 10 years commercial property management experience and has received great references from previous employers. Ideally looking for a new role in the CBD or surrounds.

Salary: \$120,000 + superannuation

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

Candidate No: 16236907

Commercial Property Manager – Oakleigh

This candidate has over 17 years experience in Real Estate, mainly in residential. He is currently managing a mixed portfolio of residential and commercial and has got a taste for the commercial sphere and loves it! He now wants to purely focus on commercial and join a commercial only agency.

Salary: Circa \$100,000 plus superannuation and incentives

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

Candidate No: 32736786

Property Management Focus – Residential & Commercial

Assistant Commercial Property Manager – Northern Suburbs

With four years Residential Property Management experience, this great candidate with an excellent attitude is keen to step into an Assistant Commercial PM role and build on his education and experience to date.

Salary: \$75,000 + superannuation

Contact Amanda Buxton – amanda@buxtonpratt.com.au

Candidate No: 36323058

Commercial / Industrial Property Manager – Hampton

Seeking a new role in the Southeast where he resides, this candidate has excellent commercial experience and wants to travel less to work. He would ideally suit an Industrial portfolio as this is where his main experience and passion is. Excellent knowledge of the Commercial ACT.

Salary: Circa \$115 plus superannuation plus incentives

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

Candidate No: 16235425

Leasing Consultant – Inner CBD

Such a great candidate, with years of property management and leasing experience, our candidate is in the market for a new Leasing role within Melbourne's Inner CBD. Our candidate is based around Richmond so very central to the Inner CBD and surrounds.

Salary: \$70,000 + superannuation and commissions

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

Candidate No: 16242720

Business Development Manager – Prahran

Immaculately presented this candidate has an excellent sales and BDM track record with outstanding negotiating and customer service skills. She has represented some of Melbourne's most high end Real Estate agencies, including Kay and Burton!

Salary: Base plus commissions

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

Candidate No: 16241465

Leasing Consultant – Bayside / Inner CBD

Great all round property management and sales support experience, our candidate is looking for a full time role preferably as a Leasing Consultant in the Bayside or Inner CBD area.

Salary: \$70,000 + superannuation and commissions

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

Candidate No: 33031432

Property Management Focus – Residential & Commercial

Commercial Property Manager – South East Suburbs / Inner CBD

An outstanding Residential Property Manager looking to move into the Commercial sector to utilize his experience to date. Very impressive – years of PM experience at Senior Management level.

Salary: \$100,000 + superannuation

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

Candidate No: 36374409

BDM – Property Management – Eastern Suburbs

Great and successful BDM / Property Manager, this candidate is looking for a role in the Eastern suburbs, close to home, where she can focus on BDM and utilize her experience and knowledge of the area

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

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

Candidate No: 36346282

BDM – South East / Inner CBD

Lovely candidate and great experience with a leading agency for the past 4 years as a strong BDM. Ideal role close to home in the South East / Inner CBD – speaks fluent Mandarin

Salary: TBC

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

Candidate No: 16239786

Senior Property Manager – Inner South East

With 10 years of Senior Property Management experience, our candidate is an ideal candidate to fit in easily with a new company. A lovely positive attitude our candidate would look at a Senior PM or Team Manager role where she can settle in long term.

Salary: \$95,000 + superannuation

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

Candidate No: 16232455

Sales / Support / Administration Focus

Marketing / Brand / Campaign Manager – Inner CBD / Inner East

Demonstrating a great attitude and qualifications, as well as sound experience with managing the marketing of this well known real estate office, this candidate is seeking a new role with a good brand ideally in the Inner CBD / Inner East.

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

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

Candidate No: 36220476

Administration – Sales / Property Management / Reception – Inner North – Monday to Thursday

With such a great attitude and lovely manner, our candidate is seeking a role 3 to 4 days per week to utilize her experience in PM, Sales Administration and Reception.

Salary: \$70,000 + superannuation pro rata

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

Candidate No: 30047434

Sales Assistant / PA – South East

Our candidate is a very experienced BDM for Property Management and is keen to make the move into Sales in her next role. Ideally seeking someone close to home in the South East, this candidate would make an excellent Sales Assistant with the long term aim being a Sales Consultant.

Salary: \$80,000 + superannuation and commissions

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

Candidate No: 16235526

Personal Assistant / Sales Administration – Inner CBD (South Yarra)

Beautifully presented, this candidate has just relocated to Melbourne from regional Victoria, where she has gained excellent real estate experience. Based in South Yarra, our candidate would be ideal for an Inner CBD agency.

Salary: \$85,000 + superannuation

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

Candidate No: 35487924

Marketing Manager – South East / Inner CBD

Our candidate comes from longevity in her role and fantastic overall experience in Marketing / Brand Management and Advertising. With relevant qualifications and a great attitude our candidate is ready for the next Marketing role in her career.

Salary: \$110,000 + superannuation

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

Candidate No: 36356861

Sales / Support / Administration Focus

Administration / Support – Property Management – Part Time – Two Days Per Week - Inner East

With years of property management experience and an excellent attitude, our candidate is in the market for a role two days per week – Thursday and Friday, to support property management and utilize her experience.

Salary: TBC

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

Candidate No: 25769737

Team Leader / Operations – South East

With over 5 years experience in property management, training and team leader roles, this long term and loyal staff member is looking for a new role to utilize her skills in the South East.

Salary - \$100,000 + superannuation

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

Candidate No: 34980586

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

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

Candidate No: 36126628

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

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: \$110,000 + superannuation

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

Candidate No: 18128294

Sales / Support / Administration Focus

Sales Personal Assistant – Eastern Suburbs (Croydon)

With some general administration and residential leasing experience, our candidate would love to move across to the Sales area to start her career. Ideally seeking a Sales PA role close to home around Croydon.

Salary: \$60k + superannuation

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

Candidate No: 21120499

Property Management Administrator / Reception / General Administration – Caulfield – Part Time – 3 Days P/W – School Hours

A lovely candidate with excellent all round experience looking for an opportunity to utilize these skills on a part time basis. Would make a great and experienced addition to any team.

Salary: \$70,000 to \$80,000 + super pro rata

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

Candidate No: 16239002

April 2025



Hot Jobs

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Senior Property Manager / Team Leader – Inner CBD (South Yarra)

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, high-end portfolio of 150 local properties. The support provided along with the career opportunity and corporate office facilities make this role a great move.

Salary: \$100,000

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

Commercial Property Manager – Moorabbin

Looking after 150 (mainly industrial) tenancies, this role is with a very reputable commercial agency in the hub of the Moorabbin industrial pocket! The portfolio is in pristine condition and a thorough handover will be arranged.

Salary: \$100,000 - \$115,000 plus superannuation and commissions

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

Commercial Property Manager – Dandenong

Working for a leading commercial company in the area, this role of Commercial Property Manager will oversee a very clean portfolio across the South East. With a great, supportive team, this role would make a very good move for an experienced Commercial Property Manager.

Salary: \$120,000 plus superannuation

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

Commercial Property Manager – CBD

This mainly industrial focused northern portfolio of about 170 properties has been maintained very well. The successful candidate will have a shared assistant and be remunerated very generously. Carpark provided.

Salary: \$100,000 - \$130,000 plus superannuation and commissions

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

Senior Property Manager – Inner CBD (Armadale)

Great office and busy environment, this role would be ideal for an experienced property manager, looking for a great environment, friendly, professional team and generous remuneration. Monday to Friday – 170 properties with lots of support.

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

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

Residential Property Manager – Carrum Downs

With a small portfolio of just over 100 properties, this role would ideally suit someone who enjoys the control and autonomy of end to end. You will also be provided with a fully maintained company car that you can use 24/7 for personal use as well.

Salary: \$80,000 - \$85,000 plus superannuation and commissions

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

Property Management Focus – Residential & Commercial

Business Development Manager – Armadale

With one of Melbourne's most successful property companies, this role will work alongside the property management team as BDM. With fantastic procedures and contacts within the industry, this role would be an ideal move for an experienced BDM or Sales Person hungry for their next role.

Salary: \$80,000 plus commissions

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

Business Development Manager – Inner North

Our client is part of a very well known franchise group in the Carlton area with terrific market presence ensuring you get lots of warm leads to convert! A very generous base salary plus excellent commissions will be offered to the successful candidate that ideally has a solid previous BDM track record.

Salary: \$80,000 - \$85,000 plus superannuation plus EXCELLENT commission structure

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

Assistant Property Manager – Inner CBD (Hawthorn)

A fantastic opportunity to join this leading real estate office, as Assistant Property Manager. Ideally coming from 6 to 12 months on Reception or in a similar Leasing or Assistant PM role.

Salary: \$60,000 to \$70,000 plus superannuation

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

Inspections Manager – Inner North

Do you love being out and about and on the road visiting properties? Well this role could be for you! This role is pretty much 100% on the road doing ingoing condition reports, routines, opens and private leasing appointments. A car allowance will be supplied.

Salary: \$65,000 plus superannuation

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

Senior Property Manager – Inner CBD (Hawthorn)

Working for this market leader provides plenty of opportunity, along with the most up to date procedures and a fun and friendly team. Monday to Friday with a very clean portfolio of 150 local properties.

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

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

Property Manager – Oakleigh

A well known name and excellent procedures, this role will join a large and friendly team of property manager's as Property Manager for 170 local properties – great support and team. Monday to Friday and 1 in 6 to 8 Saturday's.

Salary: \$80,000 plus superannuation

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

Sales / Support / Administration Focus

Sales Trust Account Manager – Inner CBD (Elsternwick)

An exceptional and rare opportunity for those with a minimum of 4 years Residential Sales Trust experience, to work with this leading agency in the Inner CBD, managing a small team and overseeing the Sales Trust for the company.

Salary: \$85,000 to \$100,000 package

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

Team Assistant – Commercial – Inner CBD (Hawthorn)

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 \$85,000 plus superannuation

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

Commercial Trust Accountant – Inner CBD (Hawthorn) – Part Time

Beautiful location and Tier 1 office – Wednesday, Thursday and Friday – Using Cirrus8, this lovely team will provide plenty of support and a great office environment. Commercial Trust Experience essential.

Salary: \$105,000 package pro rata

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

Property Client Administrator – Inner CBD (Armadale)

An ideal role to work in beautiful corporate offices with a strong high end client and administration focus. Ideal for those with some property management experience wanting to step away from property management and utilize your skills in a different way.

Salary: \$80,000 plus superannuation

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

Operations / Sales Administration – Inner North (Essendon)

Working Monday to Friday for this lovely well known agency, offering sales administration support to a leading team. This would be a great move for those with a little bit of real estate experience, either on Reception or in Sales Administration or PM. This well known name offers a great long term career opportunity.

Salary: \$75,000 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



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