

May 2025



Hot Candidates

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Senior Property Manager – Bayside

With over 10 years property management experience and a great knowledge of the Bayside market, this candidate is in the market for a new Senior Property Management position where she can be kept very busy. Would also consider a Team Leader role.

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

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

Candidate No: 16234487

Senior Residential Property Manager (Hawthorn) – Central

This experienced, immaculately presented candidate with outstanding communication skills is registered exclusively with BPC! She has been with the same employer for over 4 years and now looking for a new senior opportunity with a high end, reputable inner city agency.

Salary: \$90,000 - \$95,000 + superannuation

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

Candidate No: 36877115

BDM – Inner East / Eastern Suburbs

Our friendly candidate is about to finish a contract role and looking for a new BDM role in Property Management. Great PM and BDM experience and ideal location would be Eastern / Inner Eastern suburbs.

Salary: \$85,000 + superannuation and commissions

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

Candidate No: 36507136

Senior Residential Property Manager (South East) – Location Flexible

Ready to go, this Senior Property Manager was with her last employer for 9 years and comes with excellent references (provided upon request) she is looking for a busy portfolio as likes to be kept busy and on her toes! Loves PropertyME, however proficient in all systems.

Salary: \$90,000 + superannuation

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

Candidate No: 16231337

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

Property Management Focus – Residential & Commercial

Residential Property Manager (Glen Waverley)

This candidate is one of those rare Property Managers that also enjoys new business with his vivacious and friendly personality. In addition to his many skills, he also speaks and writes fluently in Mandarin and English, available immediately and can temp first if need be.

Salary: \$85,000 + superannuation

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

Candidate No: 16237002

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

Residential / Commercial Property Manager – South East

With over 10 years experience in property management, this candidate has experienced some internal changes where she currently works and is looking for a fresh start. She has residential and commercial experience so can manage a portfolio in either sector, and she is just lovely!

Salary: \$90,000 + superannuation

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

Candidate No: 35305076

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 Commercial Property Manager – Bayside and Inner City

If you're looking for a Senior Commercial PM that knows this commercial arena back the front, this candidate with 20 years experience under his belt is for you! Looking for a change from his current long term role, he wouldn't mind working more with Industrial as has lots of retail and office experience however very open.

Salary: \$125,000 + superannuation + commissions

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

Candidate No: 16239443

Property Management Focus – Residential & Commercial

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

Senior Commercial Property Manager – Inner City

This candidate has been working for a big Tier 1 commercial agency as a senior property manager for the last few years. He has reached a point where he would prefer to join a smaller company (more than 15 staff so not too small) and have a new challenge and hopefully in this environment, get the career progression he is also seeking.

Salary: \$130,000 + superannuation + commissions

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

Candidate No: 36758924

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 – South East

With over 15 years experience (mainly in residential) property management this candidate has been managing a mixed portfolio of residential and commercial properties the last few years in his current role which has sparked his interest to move into Commercial full time in a commercial only agency and portfolio.

Salary: \$100,000 + superannuation + commissions

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

Candidate No: 32736786

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

Property Management Focus – Residential & Commercial

Business Development Manager (Pahran)

With a very impressive proven track record in Business Development and Real Estate Sales this candidate has represented some of Melbourne's most prestigious and high end Real Estate agencies. Very sales and results driven she has fantastic local knowledge of the Stonnington area where she would like to work.

Salary: Base plus commissions

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

Candidate No: 16241465

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

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

Property Management Focus – Residential & Commercial

Senior Property Manager – Northern / Outer Northern Suburbs

Fantastic property management experience at a Senior level with some of Melbourne's best real estate offices, our candidate is looking for a new role in the North.

Salary: \$100,000 + superannuation

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

Candidate No: 16230050

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: \$95,000 + superannuation

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

Candidate No: 16241839

Sales / Support / Administration Focus

Team Leader / Department Head – Inner City and Surrounds

This candidate's experience spans over nearly 20 years, commencing in portfolio management for about 10 of those years and then moving into more senior and managerial positions. She is seeking a new Team Leader or HOD role with a progressive agency that she feels aligned with.

Salary: \$120,000 + superannuation

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

Candidate No: 19180894

Sales Administration / Office Administration – Inner CBD (South Yarra)

Beautifully presented, this candidate has been with one of Melbourne's top tier agency's for almost 3 years and is looking for a new position in Sales Administration or Administration / Customer Service.

Salary: \$75,000 + superannuation

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

Candidate No: 24271830

Owners Corporation – Residential / Commercial – Location Flexible

Extremely experienced Senior Owners Corporation Manager seeking a new Residential or Commercial OC role preferably in the Melbourne East however location is flexible. Excellent references and fluent in English and Mandarin.

Salary: \$120,000 + superannuation

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

Candidate No: 16240782

Department Manager / General Manager

This outstanding candidate has years of experience at a high level, with outstanding knowledge of property management and operations. In the market for a new role within the CBD / Inner CBD / Bayside

Salary: \$130,000 + superannuation

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

Candidate No: 16234146

Administration / Assistant Property Management – Inner North / Inner North East

This beautifully presented candidate with a lovely manner and two years real estate experience behind her is in the market for a new role in Administration / Reception or Assistant Property Management. Ideally close to home in Melbourne's Inner North / North East.

Salary: \$70,000 + superannuation

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

Candidate No: 36777399

Sales / Support / Administration Focus

Sales Administration – Inner CBD / Bayside

With over 10 years experience in real estate starting on Reception and moving to Sales Administration, our candidate is in the market for a new role close to home in Bayside or the Inner CBD.

Salary: \$75,000 to \$80,000 + superannuation

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

Candidate No: 27818532

Commercial Administration – Inner CBD / CBD

An absolutely lovely candidate with great experience in Commercial and Residential Administration and support. A great addition to any ideally Commercial team.

Salary: \$85,000 + superannuation

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

Candidate No: 16242964

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

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: \$60,000 + superannuation

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

Candidate No: 21120499

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

Sales / Support / Administration Focus

Administration – Sales / Property Management / Reception – Inner North – Monday to Thursday – 3 to 4 Days Per Week

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

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

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

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

Administration / Reception / Property Management – Peninsula

With immaculate presentation and a gorgeous attitude, this candidate is ideally looking for a position 3 days per week, along the Peninsula to utilize her property experience in administration, property management and reception.

Salary: \$75,000 + superannuation pro rata

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

Candidate No: 16238529

May 2025



Hot Jobs

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Senior Residential Property Manager – Richmond

This super fun office is looking for a Senior Property Manager to manage about 160 local properties with full leasing and administration support! Work right in the heart of Richmond in an awesome warehouse style office and be welcomed and supported by a fabulous director and team that put their people first!

Salary Range: \$90,000 - \$90,000 plus superannuation

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

Business Development Manager – South East

A brilliant opportunity to work with a market leader with processes and support second to none. Working as part of a solid BDM Team, you will have plenty of opportunity for growth and development. Monday to Friday.

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

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

Assistant Property Manager – Inner CBD (Hawthorn)

Beautiful location and Tier 1 office – an ideal move away from Reception or another Assistant PM role, to work with one of Melbourne's leading teams, with a genuine career path.

Salary: \$70,000 plus superannuation

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

Senior Property Manager (Inner West)

A lovely team, with a great culture, this role will oversee a portfolio of approx. 170 local properties with APM and Leasing support.

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

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

Senior Property Manager – Inner CBD (Toorak)

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. Opportunity to move into a Team Leader role as well.

Salary: \$90,000 plus superannuation

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

Property Management Focus – Residential & Commercial

Business Development Manager (Caulfield)

With one of Melbourne's most successful property companies, this role will work alongside the property management team as the sole 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. Knowledge of the local area required.

Salary: \$80,000 plus superannuation and commissions

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

Property Manager – Bayside

A well known name and excellent procedures, this role will join a friendly team of property manager's, overseeing 170 local properties – great support and team. Monday to Friday only.

Salary: \$85,000 plus superannuation

Contact: Amanda Buxton – amanda@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

Junior Property Manager – Inner CBD (Brighton)

Great opportunity for those looking for their start in Real Estate or wanting to move into Property Management from Reception or Leasing. Lovely team and location in Bayside. Career growth role.

Salary: \$60,000 to \$65,000 plus superannuation

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

Senior Property Manager (South East – Rowville)

A great opportunity to work as a Senior Property Manager with a full time Assistant Property Manager. Great Director and lots of top down support.

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

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

Assistant Commercial Property Manager (South East)

An exceptional opportunity to join a successful Commercial Property company in Melbourne's South East – ideally coming from some Commercial exposure with a great head for Accounts – Monday to Friday – lovely team and genuine career growth.

Salary: \$70,000 to \$80,000 plus superannuation

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

Sales / Support / Administration Focus

Senior Commercial Owners Corporation Manager – CBD

Join one of Melbourne's leading independent commercial agencies as Senior OC Manager! Portfolio is 55 commercial only owners corporations with under 1000 lots. The right candidate with the proven level of expertise in the OC field will be generously remunerated!

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

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

Reception / Administration – Inner CBD (Hawthorn)

Due to an internal promotion, the role of Reception / Administration has become available for this well known and highly successful office – Monday to Friday

Salary: \$65,000 plus superannuation

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

Commercial Asset Manager – Hawthorn

Our client is based in the heart of Hawthorn and are looking for a new Property Manager to join the team. They are very open to consider a commercial assistant ready to step up and provide the necessary training and mentorship.

Salary: \$85,000 - \$100,000 plus superannuation

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

Sales Administrator – Inner CBD (Toorak)

An ideal role to work in beautiful corporate offices with a strong high end client and administration focus. Ideal for those with some sales administration experience wanting a new and exciting opportunity.

Salary: \$75,000 to \$80,000 plus superannuation

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

Assistant Commercial Asset Manager – CBD

An ideal opportunity for anyone wanting to get their foot in the commercial door assisting 1-2 Commercial Property Managers! Our client is open to residential property managers wanting a change they can train up, or commercial assistants in a similar role looking for a new opportunity.

Salary: \$75,000 - \$80,000 plus superannuation

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

Sales / Support / Administration Focus

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



Amanda Buxton

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