

July 2025



Hot Candidates

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Assistant Commercial Property Manager – South East Suburbs

Fantastic, capable and experienced Residential Property Manager, looking to make a move into Commercial, close to home in Melbourne's South East

Salary: \$90,000 + superannuation

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

Candidate No: 37595635

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 \$115,000 plus superannuation plus incentives

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

Candidate No: 16235425

Commercial Property Manager – CBD / Inner CBD

With excellent experience as an Assistant Commercial PM, our candidate is ready to step into their own portfolio as a Commercial PM. Fluent in Mandarin and over 5 years commercial experience.

Salary: \$110,000 + superannuation

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

Candidate No: 16241235

Residential Leasing Consultant / Assistant Property Manager – Altona

This candidate actually has a few years experience in portfolio management, just not in Victoria, and has recently relocated from interstate so would like to start in a more junior roles like leasing or assistant PM initially to gain some experience here, get his head around legislation/geographics etc. and move into a portfolio in due course

Salary: \$65,000 - \$70,000 + superannuation

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

Candidate No: 37347744

Property Manager – Inner South East / Inner CBD

This lovely candidate is ideally looking for a new and long term property management role to utilize her experience to date and settle in with a really good team. Lovely attitude.

Salary: \$85,000 + superannuation

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

Candidate No: 37737313

Property Management Focus – Residential & Commercial

Senior Residential Property Manager – Berwick

Having just left a very senior head of department role, this candidate is wanting to take a step back from managing a department and take on a portfolio again, ideally wants to work in Berwick where she resides or anywhere very close by.

Salary: Flexible depending on the role

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

Candidate No: 37458800

Senior Property Manager – Inner CBD / Inner East

Extremely well presented and with excellent client service skills, this property manager comes with 15 years experience and would ideally like a new, long term role close to home – Inner CBD / Inner East.

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

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

Candidate No: 34971514

Residential Property Manager – Location Flexible

Residing in the Southeast, this candidate does not mind travelling for the right role so location is flexible. She speaks fluent Mandarin and English and has a total of 9 years experience in property management, including some commercial experience and is available to start a new role immediately.

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

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

Candidate No: 19070180

Property Manager – Residential / Commercial or Sales Administration – Bayside – Part Time – 3 days per week

With excellent all round property experience, our candidate is ideally seeking a new role close to home where she can settle in on a part time basis long term.

Salary: \$90,000 + superannuation pro rata

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

Candidate No: 37447678

Residential Property Manager – South East

Fluent in Vietnamese and English this candidate has just returned from a few months overseas and is seeking a new property management role in the South East and Bayside locations. She has a total of 6 years experience in Property Management and has a lovely demeanor and exceptional presentation.

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

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

Candidate No: 37506858

Property Management Focus – Residential & Commercial

Leasing Consultant – Inner CBD

Lovely candidate with a great attitude and excellent experience in Leasing Management. Ideally looking to utilize this experience in a new role – speaks fluent Mandarin as well.

Salary: \$70,000 to \$75,000 + superannuation

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

Candidate No: 37404843

Residential Property Manager – (Southeast) – Location Flexible – Open to Full-time and Part-time

Mature minded and a desire for longevity in her next role this candidate was at her last role for 9 years and only left as was made redundant due to a rent role sale and comes with a glowing reference from her department head at her previous company. Loves to be busy all the time so not scared to take on a high volume portfolio, LOVES PropertyME!

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

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

Candidate No: 16231337

Residential Property Manager – Glen Waverley

Available immediately to commence a new property management role this candidate did Real Estate sales prior to getting into PM so would love a role managing a portfolio that may also involved some BDM as he loves meeting people and getting out and about.

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

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

Candidate No: 16237002

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

Residential Property Manager – Frankston

Our candidate lives in Frankston, works in Frankston, and ideally is looking for another role in Frankston! She knows the area, demographic and tenant/rental provider expectations – it is just time for a change! 15 years experience as a Property Manager under her belt.

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

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

Candidate No: 24349440

Property Management Focus – Residential & Commercial

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

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

Commercial Property Manager – Southeast

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

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

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

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

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 – 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

Property Management Focus – Residential & Commercial

Property Manager – Western Suburbs / Inner West

With a lovely attitude and a great background in property management, our candidate is looking for a new role, closer to home in the Western suburbs.

Salary: \$85,000 + superannuation

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

Candidate No: 34846481

Sales / Support / Administration Focus

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

Reception / Administration Support – West and CBD Location

Excellent experience in Real Estate support/administration and reception this candidate is immaculately presented with a lovely and bubbly personality to match! Not wanting to progress to anything more senior like property management, she is a 'career administrator/support' person and wants the next move to be for the long term.

Salary: \$75,000 + superannuation

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

Candidate No: 35048460

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

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

Sales PA / Assistant / Property Manager – Inner CBD / Inner North

With beautiful presentation and sound experience in real estate Sales, Property Management and PA, this candidate would make an excellent team member and support to a busy Sales Director, Team or as a Property Manager – open to different opportunities

Salary: \$80,000 + superannuation

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

Candidate No: 29594132

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

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

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 Area – 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 / Support / Administration Focus

Marketing Manager / Coordinator – Bayside / Inner CBD

With over 15 years experience in sales administration, advertising and marketing within the real estate industry, this candidate brings with her a great knowledge of brand and campaign management.

Salary: \$85,000 + superannuation

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

Candidate No: 16241775

July 2025



Hot Jobs

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Assistant Property Manager – South Yarra

Supporting one Senior Property Manager with a super portfolio this role involves about 50% field services (leasing appointments, routines, entry condition reports etc.) and 50% office bound duties (arrears, maintenance, rent increases) portfolio is in pristine condition with the same person managing it for 8 years!

Salary: \$70,000 - \$75,000 plus superannuation

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

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

Leasing Consultant – Brunswick

This 5 day a week role is supporting the Property Management team with all leasing duties, including Rental Provider communication to get tenancy applications approved. Our client has fantastic market presence in the Brunswick location.

Salary: \$60,000 - \$65,000 plus superannuation & incentives

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

Senior Property Manager – Bayside (Brighton)

Working for this market leader has many advantages – great location, team, procedures and this newly created portfolio, which has been very well selected. Monday to Friday only.

Salary: \$85,000 to \$95,000 plus superannuation

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

Residential Property Manager – Clayton (Mandarin Speaking preferred)

Our client is seeking a Mandarin speaking property manager to manage a portfolio of mainly Chinese investors (here in Australia and overseas) very reputable franchise. Experience in PropertyMe highly advantageous and great support provided.

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

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

Property Management Focus – Residential & Commercial

Business Development Manager – Inner CBD (Armadale)

Great office and busy environment, this role would be ideal for an experienced property manager, looking for something different or an experienced BDM looking for a great environment, friendly, professional team and generous remuneration. Monday to Friday predominantly.

Salary: \$80,000 plus superannuation and commissions

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

Residential Property Manager – Glen Huntly – part time (3-6 Month Contract)

If you are looking for small boutique office and love autonomy this role is for you! 3 days a week as portfolio is only 70 residential properties and many are in the same building. Lovely and very hands on director.

Salary: \$90,000 - \$95,000 plus superannuation (pro rata)

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

Senior Property Manager – South Yarra / Toorak

With this lovely team and well known name in the Inner CBD, this is a newly created Senior PM role will oversee a portfolio of around 130 properties – gorgeous corporate high end offices.

Salary Range: \$90,000 plus superannuation

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

Commercial Property Manager – Dandenong (Would Consider A Residential Property Manager)

This Commercial Property Management role is with the leaders of the southeast! 180 properties with great support, flexibility and working from home options available. State of the art offices including on site gym! Would consider residential candidates passionate about jumping into the commercial arena!

Salary: \$80,000 - \$100,000 plus superannuation

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

Senior Property Manager – Richmond

An exceptional and rare opportunity for an experienced Property Manager to join this well known and fantastic team, based in a great location in Richmond. Genuine opportunity and continual training and development within this well known, high end company. Monday to Friday.

Salary: \$90,000 to \$100,000 plus superannuation

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

Property Management Focus – Residential & Commercial

Assistant/Support Property Manager – Deer Park – Full or Part-time

This role would ideally suit an experienced Property Manager that doesn't have the capacity to work full time and/or commit to managing a portfolio on a part-time basis, or an industry new starter/junior looking to work towards becoming a fully fledged Property Manager.

Salary: \$65,000 - \$70,000 plus superannuation (pro rata if part-time)

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

Commercial Business Development Manager – Inner City

This is the perfect role for someone well entrenched and established in the commercial arena as a Property Manager, or even better, Sales and Leasing Consultant that is looking for a change, and a more autonomous role, selling Commercial real estate services to tenants and landlords in various Melbourne locations. 'Hitting the pavement' is a crucial part of this role so the successful candidate will be sales driven and not afraid of chasing cold leads.

Salary: base of \$70,000 - \$75,000 plus superannuation & very generous incentives

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

Sales / Support / Administration Focus

Sales PA – Inner CBD

An exciting and rare opportunity to work as a Sales PA to this successful Senior Sales Consultant in the Inner CBD. Encompassing campaign management and general PA work, attending auctions and inspections, this role is Monday to Friday and Saturday's for auctions – time in lieu provided. Genuine career opportunity to grow into high end Sales.

Salary Range: \$65,000 to \$75,000 plus commissions

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

Sales and Leasing Administrator – Hawthorn

Initially a 6 month contract with the option to extend, our client is seeking a candidate with a solid Sales/ Leasing and Marketing background ideally proficient in using Canva and Adobe. Lovely Hawthorn location.

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

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

Campaign Manager – Inner CBD / Inner Bayside

Great office and fun and friendly team, this position is Monday to Friday and would be a great career move to a market leader – supporting two Sales Consultants running and managing their Sales Campaigns.

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

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

Commercial Trust Accountant – Hawthorn – Part time (4 Short Days or 3 Long Days – Hours Flexible)

This fabulous part-time role would suit an experienced Commercial Trust Accountant, or an experienced Residential Trust Accountant looking for a change. Days are flexible as are start and finish times.

Salary: \$100,000 plus superannuation (pro rata)

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

Sales Administrator – Geelong

An opportunity has become available for an experienced Sales Administrator to support a busy and well known brand in Geelong. Lovely team and the most up to date procedures – Monday to Friday.

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

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

Sales / Support / Administration Focus

Reception / Administration Support – South Yarra

This fantastic front of house role is with a very reputable franchise group at the Windsor end of Chapel Street with great cafes, restaurants and bars! Our client is seeking a vivacious and proactive receptionist that can also assist the Property Management team with various administrative tasks. Car park provided.

Salary: \$70,000 - \$75,000 plus superannuation

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

Marketing Manager (Inner CBD)

A fantastic and rare opportunity has become available for an experienced Marketing Manager within real estate. Working for a market leader in the Inner CBD, this role will oversee the marketing and brand management for this successful office – experience in SEO and social media, as well as knowledge of InDesign, Adobe and Canva would be advantageous.

Salary: \$100,000 package

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

Senior Commercial Asset Manager (Inner CBD)

Our client is one of the most reputable independent Commercial agencies who specialize in the mainly industrial dwellings in the north, south, east of Melbourne, with head office in the CBD. Approximately 200 tenancies with an assistant and administrative assistance. Flexible starts and finish times considered and an above average salary on offer. Carpark included.

Salary: \$130,000 plus superannuation

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



Amanda Buxton

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



Emma Buxton

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



Liza Atkins

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