

June 2025



Hot Candidates

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

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

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 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

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 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

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

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

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

Business Development Manager – Prahran

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

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 – 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 Management Focus – Residential & Commercial

Residential Property Manager – South East - Location Flexible

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

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

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

Candidate No: 16231337

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

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

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 Residential Property Manager – Bayside / South East

Due to his current role not working out, this candidate with over 6 years experience in property management and 8 years prior to that in buyers advocacy/sales this candidate is available to commence a new role ASAP and has had experience in managing a team also so happy to take on a super portfolio with an assistant.

Salary: \$90,000 plus superannuation

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

Candidate No: 37342691

Property Management Focus – Residential & Commercial

Senior Property Manager – Bayside / South East / Inner CBD

This lovely candidate has years of property management experience and a gorgeous attitude – ideally looking for a new permanent role in Bayside or South East.

Salary: \$90,000 + superannuation

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

Candidate No: 16238615

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

Sales / Support / Administration Focus

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

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

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

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 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

Sales / Support / Administration Focus

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

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 + superannuation pro rata

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

Candidate No: 16239002

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

June 2025



Hot Jobs

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

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

Residential Property Manager (Thomastown)

Our client is willing to tailor the portfolio to suit the successful candidate depending on experience and salary expectations, anything between 150-190 properties with leasing and administration support. Their state of the art offices are equipped with world class facilities, including a gym, full time barista and 100 seat auditorium.

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

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 (Frankston)

The portfolio for this role is currently at 150 however is projected to grow very quickly and the more it grows, the more your salary increases! 1-2 days from home is permitted for all Property Managers that meet their KPI targets.

Salary: \$80,000 - \$90,000 base plus superannuation plus incentives

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

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

Property Management Focus – Residential & Commercial

Residential Junior Property Manager (Malvern)

Our client would consider someone ready to step into a portfolio from a more junior role like leasing or assistant property manager to manage a nice small volume of 120 properties with full leasing and administration support. You will be mentored and heavily supported in this role if you have not managed a portfolio in the past

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

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

Business Development Manager (South Yarra)

Are you a hungry sales person looking to join a dynamic boutique property group in the heart of South Yarra as their BDM? If you have a proven track record in rental BDM, or even experience in Real Estate sales our client would love to meet with you! A very generous base is on offer for the right candidate and an even more generous incentive scheme.

Salary: \$80,000 - \$90,000 base plus superannuation plus incentives

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

Commercial Property Manager – South East

An ideal role for those looking to work in a friendly, long term team, close to home. Ideal for an Assistant Commercial PM or those with Commercial PM experience – Monday to Friday.

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

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

Business Development Manager (CBD - Mandarin speaking preferred)

Our client is heavily affiliated with developers and overseas investors and is ideally seeking a mandarin speaking BDM with a proven track record and established network to join their very successful property management team. You will be provided with leads and contacts to build rapport with and ideally convert listings.

Salary: \$80,000 - \$90,000 base plus superannuation plus incentives

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

Leasing Consultant / Field Services – Inner CBD (Caulfield)

Great office and fun and friendly team, this position is Monday to Friday and would be an ideal first step into Property – would also suit those working on Reception or Leasing wanting a move.

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

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

Property Management Focus – Residential & Commercial

Assistant Property Manager – Part-time (4 days including a few hours on a Saturday)

This is purely a support role to the Property Managers to assist with their field services and office administration. Work 3 days during the week (choose your hours and start/finish time) and every Saturday to open the vacant properties. Ideal for a busy mum wanting to make work hours work around school drop off and pick up

Salary: \$65,000 - \$70,000 base plus superannuation (prorated)

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

Residential Leasing Consultant (Brunswick)

Do you love the leasing side of property management? If so this role is for you! This is a 5 day per week leasing role supporting the Property Managers with all the leasing responsibilities including loading properties online, booking and conducting opens, processing applications, drawing up leasing and full communication with Rental Providers (so it is a must to have great communication skills).

Salary: \$65,000 - \$70,000 plus superannuation and commissions

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

Commercial Property Manager – Part Time (Bayside)

This is an exceptional role for an experienced commercial property manager to oversee a private portfolio and work on a part time basis – 3 days per week

Salary: \$110,000 plus superannuation – pro rata

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

Senior Property Manager / BDM – Inner CBD (South Yarra)

A rare opportunity to join this leading property development company and oversee their small portfolio, while growing the business.

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

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

Head of Property Management – Inner CBD (Southbank)

An exceptional and rare opportunity for an experienced Property Manager or Team Leader to step into a Department Manager role with a national company.

Salary: \$120,000 to \$140,000 plus superannuation

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

Department Manager – Commercial Property Management – South East

With this lovely team and well known name in the South East, this is a newly created position for an experienced Commercial PM or Department Manager looking for the next move – Monday to Friday

Salary: \$130,000 plus superannuation

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

Property Management Focus – Residential & Commercial

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Salary: \$130,000 plus superannuation

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

Sales / Support / Administration Focus

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



Amanda Buxton

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