

August 2025



Hot Candidates

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Senior Property Manager / Team Leader / HOD – South East / Inner CBD

Fantastic candidate with great experience including 2 years managing a small department. With proven loyalty in roles and a great attitude, this candidate would like something with growth and a long term role.

Salary: From \$100,000 + superannuation and commissions

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

Candidate No: 16242374

Commercial Property Manager – South East

With over 15 years experience 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

Senior Property Manager / BDM – Bayside / South East

Great candidate with 10 years experience in leading, BDM and Senior Property Management, our candidate is ideally seeking a role within Bayside / South East in a BDM or Senior Property Management capacity.

Salary: \$90,000 + superannuation and commissions

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

Candidate No: 37430590

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

BDM – Property Management – Inner North / Inner CBD

A great candidate with sound sales and property management experience with some of Melbourne's leading agencies. Ideally looking for a BDM role where she can settle in long term in the Inner North, close to home.

Salary: \$85,000 + superannuation and commissions

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

Candidate No: 3806488

Property Management Focus – Residential & Commercial

Residential Property Manager – South East

Fluent in Vietnamese and English this 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

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

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

Mature minded and a desire for longevity in her next role this candidate 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

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 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

Property Management Focus – Residential & Commercial

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

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.

Salary: \$90,000 + superannuation

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

Candidate No: 35305076

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

Senior Commercial Asset Manager / Head of Department – Looking CBD / Northern Suburbs

With 20 years experience this exceptional candidate is seeking a new Commercial Senior Asset Management role and is capable of taking on a super portfolio. He has also overseen staff in many of his roles so happy to look at a similar leadership position again also.

Salary: Circa \$130,000 plus superannuation plus incentives

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

Candidate No: 16239716

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

Sales / Support / Administration Focus

Marketing / Campaign Coordinator – Eastern / North Eastern Suburbs

Lovely manner with 18 months experience in a Marketing role with a residential real estate office. Ideally looking for a Marketing / Campaign Management role where she can settle in long term and utilize her experience and qualifications to date.

Salary: \$70,000 + superannuation

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

Candidate No: 38124840

Receptionist / Administration - South Yarra

This candidate just loves front of house and meeting/dealing with people. With previous experience spanning over nearly 10 year as a 'career' Real Estate receptionist she is seeking a new role due to her current company downsizing.

Salary: Circa \$70,000 – \$75,000 plus superannuation

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

Candidate No: 33947659

Trust Accountant – Inner CBD / Inner West / West

Fantastic and long term experience in residential trust accounting – knowledge of Vault, Re-leased, Xero, Property Me and Property Tree, our candidate has a lovely attitude and looking for a long term role closer to home in the Inner West.

Salary: \$100,000 + superannuation

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

Candidate No: 21946004

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 / EA / Campaign Management – Inner North / North West

With years of real estate experience in high level administration, our candidate is in the market for a new role close to home in Melbourne's North. With a background in real estate EA, Sales and Campaign Management as well as Accounts, this candidate would be an asset to any real estate office.

Salary: \$100,000

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

Candidate No: 16239463

Sales / Support / Administration Focus

Sales PA / Leasing Consultant / Reception – Bayside (Frankston Area)

Lovely candidate currently studying her Agents Rep and looking for an opportunity in real estate to commence her career. Beautifully presented with office and hospitality experience.

Salary: \$60,000 + superannuation

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

Candidate No: 37469743

Marketing Manager – CBD and Surrounds

With over 8 years experience in graphic design, brand management, social media and overseeing marketing campaigns, this candidate, with such a can do attitude, would make a great addition to a commercial or residential team.

Salary: \$100,000 + superannuation

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

Candidate No: 38057211

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

August 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

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

Senior Property Manager – Bayside (Caulfield)

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 and 1 in 5 Saturday's with time in lieu.

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

Senior Property Manager – Inner CBD (Albert Park)

A fantastic team and procedures second to none – close knit and really value their staff. Beautiful location – approx. local upmarket properties and Monday to Friday only.

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

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

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

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

Head of Property Management – South Yarra / Toorak

Excellent and rare opportunity to oversee this prestigious property management department and mentor a great team. Overseeing compliance and growth, this is an really positive career move.

Salary: \$150,000 (circa)

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

Commercial Property Manager – Moorabbin – 12 Month Contract (4 or 5 days)

Our client is seeking an experience Commercial Property Manager to look after an immaculate portfolio for an initial 12 month contract (possibility of extension. Knowledge of cirrus8 highly advantageous and work from home option available. This can be a 4 or 5 day role depending on the candidate and this experience.

Salary: \$95,000 - \$110,000 plus superannuation plus incentives

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

Commercial Service BDM – Inner City – Hybrid

Ideal for those with a Commercial background looking for something a bit different. This role is hybrid (majority of time will be spent on the road) selling commercial real estate services to tenants and landlords in locations in Melbourne. Minimum 2 years' experience in commercial leasing & knowledge of the Retail Leases Act 2003 preferred. Strong sales skills, professional communication, and ability to leverage industry contacts will ensure your success. Salary: \$80,000 base plus superannuation/car allowance plus incentives

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

Property Management Focus – Residential & Commercial

Senior Property Manager – Inner CBD (Essendon)

This newly created role due to growth will work with a great team and procedures second to none – Monday to Friday and genuine career opportunity with this office.

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

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

Property Manager – Manningham

Looking after 150 local properties with full leasing and administration support, our client has a very long term employee retuning to their home country and so the portfolio is going to be handed over to the successful candidate in pristine condition.

Salary: \$85,000 package

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

Business Development Manager – South East (Mt Waverley)

Working within a team of BDM's, this position will provide an excellent career move for those who excel at Sales and BDM. Offered Monday to Friday with excellent remuneration and commissions.

Salary: \$90,000 plus commissions

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

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

Sales / Support / Administration Focus

Reception / Administration – Inner CBD (Armadale)

Lovely team and a great start to real estate or ideal for those looking for a long term reception role – Monday to Friday in a beautiful location.

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

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

Commercial Sales and Leasing Administrator – Hawthorn

Our client is one of Hawthorns most reputable tier 2 Commercial agencies located in the buzzing Glenferrie Road precinct and everything it has to offer. They are seeking a Sales and Leasing administrator to join the administration team that has ideally worked in a similar role and/or in commercial in the past.

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

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

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

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

Reception / Administration – Windsor

Due to their excellent street presence on the buzzing Windsor end of Chapel St, our client is seeking a reception/administrator to be front of house meeting and greeting, switchboard operation and also take charge of some of the rental administration tasks to support the PM team. Monday to Friday only, carpark provided.

Salary: \$75,000 plus superannuation plus carpark

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

Sales / Support / Administration Focus

Trust Accountant – Commercial – Inner CBD (Hawthorn)

Lovely team and generous remuneration for the successful candidate – relevant experience in commercial trust accounting required for this role – Monday to Friday.

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

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

Real Estate Sales Consultant – North Melbourne

Our client has had exceptional market presence in the North Melbourne area and surrounds for over 4 decades! They are seeking a junior aspiring Sales Consultant who is hungry to learn and work hard! Would ideally like someone that has maybe done leasing and/or BDM in property management who loves Real Estate and want to make the jump into the sales area!

Salary: \$60,000 plus superannuation plus car allowance plus commissions

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

Marketing Coordinator – Inner CBD

Our ideal candidate will come from a strong marketing background in property, looking for their next long term move with a great and very successful CBD based real estate office. Overseeing marketing and social media for the company.

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

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

Reception / Administration – Windsor

Due to their excellent street presence on the buzzing Windsor end of Chapel St, our client is seeking a reception/administrator to be front of house meeting and greeting, switchboard operation and also take charge of some of the rental administration tasks to support the PM team. Monday to Friday only, carpark provided.

Salary: \$75,000 plus superannuation plus carpark

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

General Manager – Inner CBD (Richmond)

Ideal opportunity for those who excel in operations and compliance within the property industry. Joining this well known name in residential real estate will provide a great opportunity for a long term move.

Salary: \$130,000 to \$150,000 plus superannuation

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

Sales / Support / Administration Focus

Office Manager / Sales Administration – Peninsula – Full or Part Time

A fantastic opportunity to step into this lovely office located along the Peninsula. Real Estate experience is essential for this varied role, where your knowledge of running an office and supporting the team will be really valued by this company. This role is offered either part time – 3 to 4 days or full time, depending on what the successful candidate is looking for.

Salary: \$80,000 to \$90,000 plus super pro rata if part time

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



Amanda Buxton

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Emma Buxton

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Liza Atkins

Recruitment Consultant
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January 2025



Hot Temps

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Temp / Contract Support

Contact Emma Buxton to book a temp or find out more information – 0438 448 806 or emma@buxtonpratt.com.au

