

September 2025



Hot Candidates

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Senior Property Manager – Inner North / Inner Bayside / Inner West / CBD

With over 10 years experience as a Senior Property Manager, this candidate is looking for a new role with a friendly team where she can utilize her experience to date and settle in long term overseeing her portfolio

Salary: \$95,000 + superannuation

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

Candidate No: 31800518

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 + superannuation and incentives

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

Candidate No: 16235425

Property Manager – Inner CBD / Inner Bayside

With a beautiful attitude, great presentation and 2 years experience in property management and leasing, this candidate is ready to step into her own portfolio – would make a lovely addition to any team.

Salary: \$70,000 + superannuation

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

Candidate No: 35323714

Residential Property Manager (Southeast) – Location Flexible

Mature minded and a desire for longevity in her next role this candidate has been described by one of our temp clients as 'the best property manager I have seen in 20 years!' which speaks for itself!

Salary: \$90,000 + superannuation

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

Candidate No: 23973971

Senior Property Manager – Western Suburbs

Such a lovely manner and over 15 years of experience in long term roles where our candidate has excelled in property management. An ideal role is close to home in the Western suburbs, where she can settle in long term.

Salary: \$85,000 + superannuation

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

Candidate No: 16237544

Property Management Focus – Residential & Commercial

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 + superannuation

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

Candidate No: 16237002

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

Residential Property Manager (Croydon)

This outstanding property manager has been with the same company for 10 year and it is time for a change. With a refreshing old school approach combined with embracing the latest technology, she would be an asset to any company.

Salary: \$85,000 + superannuation

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

Candidate No: 16239138

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

Junior Residential Property Manager (Bayside)

Ready to step into his own portfolio within a new organization this candidate has been working as a leasing / assistant property manager and is excited for the next challenge

Salary: \$75,000 + superannuation

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

Candidate No: 37110762

Property Management Focus – Residential & Commercial

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

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 and commissions

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

Candidate No: 32736786

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

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 – 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

Sales / Support / Administration Focus

Receptionist / Administrator – North West

With over 10 years of experience, including as a Property Manager, this candidate is seeking a front of house role where she can utilize her property management skills and excellent communication skills

Salary: \$70,000 + superannuation

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

Candidate No: 28323781

Administration / Reception / PM Administration – Bayside / South East

Lovely and well presented candidate, who is ideally looking to take a step back from Property Management where she has 15 years experience, into a reception or administration role – Monday to Friday

Salary: \$70,000 + superannuation

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

Candidate No: 16230423

Office Manager / Commercial & Residential Administration – Peninsula

Fantastic all round experience in running a property office, commercial property management and general administration in real estate. Would make a great addition to a successful team – located along the Peninsula

Salary: \$90,000 + superannuation

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

Candidate No: 38471898

Marketing Manager – CBD / Inner CBD

With qualifications in Property as well as Marketing along with 10 years experience in property marketing across residential real estate and property development, our candidate brings with her a great attitude and vast experience.

Salary: \$120,000 to \$130,000 + superannuation

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

Candidate No: 16238640

Sales Administration / PA / Office Manager – Bayside – Three to Four Days Per Week

Excellent experience in residential real estate – from sales administration, campaign management and general PA – ideally seeking three to four days per week in a strong support role.

Salary: \$50 per hour

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

Candidate No: 38262613

Sales / Support / Administration Focus

Sales Administration / PA / Office Manager – Peninsula

A great candidate with a lovely attitude and excellent experience within real estate along the Peninsula. Ideally looking for a role 3 to 4 days per week in a strong administration capacity, this candidate would make a great addition to a Peninsula team.

Salary: \$75,000 to \$80,000 + superannuation (pro rata for part time)

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

Candidate No: 38284323

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

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

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

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

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

September 2025



Hot Jobs

Real Estate and Property Focus

BUXTON PRATT
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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 (Blackburn)

This lovely small team who is part of a very successful franchise group is seeking an experienced Property Manager to look after a nice small portfolio of around 120 properties with leasing and admin support. Flexibility and WFH options considered.

Salary: \$85,000 plus superannuation plus commissions

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

Senior Property Manager – Inner CBD (Toorak)

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

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

Residential Property Manager (CBD)

Our client is a very reputable Real Estate business that looks after management, sales, owners corporation and project development. Monday to Friday only, use of company cars (and car park provided for your own car) onsite gym and relaxation room.

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

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

Residential Junior Property Manager (Doncaster)

Are you an assistant property manager or leasing consultant ready to take on your own portfolio? Our client is extremely nurturing and love training and developing more junior staff members to be the best property managers they can be!

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

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

Head of Property Management – Inner CBD (South Yarra)

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

Salary: \$130,000 (circa)

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

Business Development Manager (Oakleigh)

Are you an established BDM with a proven track record and extensive client pipeline/referral network? If so, this could be your next role! Absolutely incredible base salary is on offer plus great incentives for the right person.

Salary: \$95,000 plus superannuation and commissions

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

Assistant Property Manager / Property Manager – Inner CBD (Toorak)

An exceptional and rare opportunity for an Assistant Property Manager ready to step into a Property Management role with this extremely prestigious company. Beautiful, corporate offices with training second to none, this is an ideal role for an Assistant Property Manager or Leasing Consultant ready to be trained in the next step of their career with one of Melbourne's most highly regarded property companies.

Salary: \$70,000 to \$85,000 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. Knowledge of the Retail Leases Act 2003 preferred.

Salary: \$80,000 - \$85,000 plus superannuation / car allowance plus incentives

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

Property Management Focus – Residential & Commercial

Senior Property Manager – Inner CBD (Caulfield)

A fantastic team awaits you with this boutique and very well run real estate company. Overseeing a portfolio of approx. 160 local properties, this role would make an ideal role to a company who values their team.

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

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

Team Leader – Western Suburbs (Point Cook)

A great opportunity to step into a Team Leader role and oversee approx. 5 in the property management team as well as VA support – overseeing a portfolio of approx. 50 properties, this role would make a great career move.

Salary: \$100,000 plus superannuation and commissions

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

Senior Property Manager – South East (Mt Waverley)

With the portfolio in the North West, this role offers 2 Days From Home and a great corporate office with the most up to date procedures and technology, along with excellent support. Monday to Friday Only.

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

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

Commercial Asset Manager – Inner CBD (Caulfield)

Due to growth, our client is looking for an experienced Asset Manager to join their team of 5 in this lovely office, specializing in both commercial and residential property.

Salary: \$100,000 to \$110,000 plus superannuation

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

Sales / Support / Administration Focus

Reception / Administration – Inner CBD (Albert Park)

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

Reception / Administration (Yarraville)

This fabulous Inner West franchise group is needing a front of house/receptionist to work Monday to Friday only, 9-5 and manage the reception as well as assisting with the property management administration. Fun and friendly team with a wonderful culture.

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

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

Sales PA – Inner CBD (Port Melbourne)

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

Residential Sales PA / Junior Sales Consultant (North Melbourne)

Are you looking at making the exciting leap into the sales arena? Our client is looking for a hungry and sales driven sales consultant to work closely with the director initially, and then be off and running on their own! Very reputable and well known North Melbourne agency.

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

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

Campaign Manager – Inner CBD / Inner Bayside (Port Melbourne)

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. Ideal for a Receptionist ready to step up.

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

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

Sales / Support / Administration Focus

Commercial Trust Accountant (Hawthorn)

Our client is seeking an experienced accounts person to join the team as Commercial Trust Accountant. Very long standing team with a great work culture and beautiful Hawthorn offices.

Salary: \$110,000 plus superannuation

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

Bookkeeper – Part Time Approx 2 Days P/W – Commercial Property (CBD)

A great opportunity to work on a part time basis in Accounts / Bookkeeping for this boutique Commercial Property company, based in the CBD. A lovely team and this role will oversee all of the general accounts for the company.

Salary: TBA – Generous Hourly Rate

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



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