

December 2025



Hot Candidates

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Property Manager – South East

Fantastic and long term property management experience and a great attitude. Available straight away and would make a great addition to a South East real estate office as Property Manager.

Salary: \$85,000 + superannuation

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

Candidate No: 16242032

Senior Commercial / Industrial Property Manager – Bayside

Seeking a new role challenge this candidate has excellent commercial experience in management, and sales and leasing, yes he is the full package. Excellent knowledge of the Commercial ACT. Currently in the CBD, would prefer to head out to the burbs a bit.

Salary: Circa \$125,000 + superannuation and incentives

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

Candidate No: 16239443

Senior Property Manager – Inner CBD / Inner East

Having gained excellent experience with two of Melbourne's most prestigious agencies over the last 7 years, our candidate is ready for a new challenge either as a Senior Property Manager or Team Leader. Beautiful attitude and high end experience.

Salary: \$95,000 + superannuation

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

Candidate No: 39356877

Commercial Property Manager – Bayside

This delightful and extremely hard working candidate transitioned from residential to commercial 18 months ago. She is working for a residential agency in a small commercial division and would now like to join a commercial only agency to further her learning and be mentored by a bigger team of commercial specialists.

Salary: Circa \$90,000 + superannuation and incentives

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

Candidate No: 29391583

Property Manager – Western Suburbs

Having completed three years with a CBD based Agency, our candidate is now looking to move to a Real Estate office close to home where he can utilize his Property Management experience. Speaks fluent Mandarin.

Salary: \$85,000 + superannuation

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

Candidate No: 38986203

Property Management Focus – Residential & Commercial

Residential Property Manager – Location Flexible

This candidate with 10 years experience under her belt has just finished up a 12 month maternity leave contract and is available for temp or permanent work immediately! Located in the north she is flexible with location as has always travelled for work and doesn't mind driving at all.

Salary: Circa \$85,000 - \$90,000 + superannuation

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

Candidate No: 16242792

Senior Property Manager – Eastern Suburbs / CBD

Having worked in the CBD for the past 6 years, our candidate would be happy to continue in the city or close to home in the Eastern suburbs. Lovely and great experience as a Senior Property Manager. Fluent in Mandarin, Cantonese and English.

Salary: \$95,000 + superannuation

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

Candidate No: 39154368

Mandarin Speaking Residential Property Manager – Doncaster

This candidate has been temping for Buxton Pratt with excellent feedback the last few months and is now ready to find that right permanent role where he can stay for the long term. He speaks excellent English and Mandarin and has a very warm and outgoing personality.

Salary: Circa \$85,000 + superannuation

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

Candidate No: 16242399

Senior Property Manager – Western Suburbs / Inner West

With a great attitude and 5 years experience, our candidate is ready for her next move in Senior Property Management. Ideally seeking the Western suburbs and would like to settle in long term.

Salary: \$85,000 + superannuation

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

Candidate No: 39132671

Residential Property Manager – Broadmeadows

Available for an immediate start, Buxton Pratt has placed this candidate in many temp roles and a permanent role in 2018, and the feedback has been beyond fantastic! Her last assignment with us went for 6 months and the client wished they could have kept her permanently. Such a can do attitude and easy going personality.

Salary: Circa \$90,000 + superannuation

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

Candidate No: 16241842

Property Management Focus – Residential & Commercial

Property Manager – Peninsula

Located along the Peninsula, this lovely candidate is in the market for a Property Management role where she can settle in long term. Great manner and experience. Monday to Friday.

Salary: \$80,000 + superannuation

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

Candidate No: 16238529

Mandarin Speaking Residential Property Manager – Location Flexible

A long term candidate with Buxton Pratt this lovely lady was described by one of our clients as 'the best property manager I have met in my 20 years working in Real Estate'. She would prefer a smaller portfolio as enjoys end to end property management the most as believes this is the optimal way to best serve the clients.

Salary: Circa \$90,000 + superannuation

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

Candidate No: 23973971

Senior Property Manager – Inner North / North

Great candidate with excellent property management experience – looking for a new role Monday to Friday where she can settle in long term. 1 Day From Home and brings a lovely attitude with her.

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

Contact Amanda Buxton – amanda@buxtonpratt.com.au

Candidate No: 39084747

Commercial Property Manager – South East

With over 15 years experience property management this candidate has been managing a mixed portfolio of residential and commercial properties and now wants 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

Sales / Support / Administration Focus

Campaign Manager / Sales Support – Inner CBD / Bayside

Outstanding experience, beautiful presentation and long term roles, our candidate is looking to utilize her Campaign Management and Sales PA / Support experience in a new role. Fantastic with clients and highly organized manner. Bayside or Inner CBD / Inner Bayside ideal location.

Salary: \$85,000 + superannuation

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

Candidate No: 39359186

EA / PA / Office Manager – East

This dynamic and highly organised Executive Assistant with over 20 years experience supporting senior leaders across funds management, real estate, and corporate sectors is seeking a new and exciting opportunity.

Salary: Circa \$100,000 + superannuation

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

Candidate No: 16237181

EA / Campaign / Marketing – Inner CBD / Inner East / CBD

Beautifully presented and a lovely attitude, our candidate has great and long term experience as an EA / Campaign Manager for a prestigious Inner CBD real estate office and is looking for a similar opportunity to utilize her EA, Marketing and Sales Administration experience.

Salary: \$85,000 + superannuation

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

Candidate No: 22523581

EA / PA / Commercial Administration / Support – St Kilda

Our candidate has outstanding experience in operations, office management and general Real Estate administration support. She is currently in a contract that is due to finish late January and is seeking a new and hopefully more permanent/long term role to commence in February 2026.

Salary: Circa \$90,000 + superannuation

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

Candidate No: 16238955

Executive Assistant / Campaign Manager – Inner North / CBD / Inner CBD

An excellent and highly experienced candidate looking for a new challenge to utilize her experience to date – ideally seeking Inner CBD / Inner North and would be a great addition to a busy sales team.

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

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

Candidate No: 21476673

December 2025



Hot Jobs

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

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.

Salary: \$95,000 + superannuation

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

Residential Property Manager – Murrumbena

With a very manageable portfolio of 145 properties and fantastic support including leasing, field services and administration this company has a fabulous culture with long standing staff. Opportunity to work from home and enjoy a yearly bonus in addition to your base salary.

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

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

Commercial Property Manager (Inner North / Inner West)

Fantastic opportunity for an experienced Commercial Property Manager to utilize their experience and grow / oversee a small commercial department. Ideal for those looking for the next step in their career with a leading, very well known and highly regarded property company.

Salary: \$100,000 + superannuation & commissions

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

Residential Property Manager – Hampton

This very reputable franchise group is seeking an experienced property manager to join their vibrant team. Work from home available after settling in and if you bring on new business you will receive 50% of the letting fee! Flexible start and finish times considered also.

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

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

BDM / Property Manager – Inner South East (Glen Waverley)

An exciting opportunity to join this well known and highly regarded real estate brand and grow their property management department. This role will oversee a small portfolio of 10 properties and develop the department as a BDM. The company would love to offer this genuine career opportunity to grow and oversee the property management department. As a well known name, the role comes with a brand and all the relevant procedures and support in place.

Salary: \$80,000 to \$85,000 + super & commissions

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

Property Management Focus – Residential & Commercial

Commercial Property Manager – Caulfield

This lovely boutique office in Caulfield is parting ways with one of their Property Managers who has given them 14 years of service! The successful candidate will inherit an immaculately managed portfolio, have the opportunity to work from home and be remunerated very generously!

Salary: \$90,000 - \$110,000 + superannuation

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

Senior Property Manager (Caulfield)

Working Monday to Friday, this role would be ideal for those looking for a friendly, supportive team and ready to settle in long term. Overseeing 150 local properties, this role is offered Monday to Friday and provides a great opportunity to work close to home.

Salary: \$85,000 + superannuation

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

Assistant Commercial Property Manager – CBD

Our client is an independent boutique commercial agency in the heart of the CBD specializing in sales, acquisitions, leasing and asset management. They are seeking an assistant property manager who either wants to evolve and move into a fully fledged property management role in due course, or a career administrator who enjoys supporting the property managers.

Salary: \$75,000 - \$85,000 + superannuation

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

Senior Property Manager – Western Suburbs

This company provides the most friendliest and supportive team, with a Director who has established a lovely culture within the company. Monday to Friday and overseeing a local portfolio, the Director would love an experienced Senior Property Manager for this position, to provide an opportunity for growth within the company. Your experience will be well rewarded and highly valued.

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

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

Senior Property Manager – Peninsula (Sorrento)

A great team and well known name, this role of property manager will join a lovely office and is offered Monday to Friday to oversee a portfolio of 100 local properties. Working close to home, the office provides a friendly and social team.

Salary: \$80,000 package

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

Property Management Focus – Residential & Commercial

Senior Property Manager – Inner CBD (Richmond)

Great office and busy environment, this role would be ideal for an experienced property manager, looking for a fun environment, friendly, professional team and generous remuneration. 160 properties with lots of support.

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

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

Commercial Property Manager – (CBD)

A great opportunity for an experienced Commercial Property Manager or those looking to pursue Commercial Property, as training will be provided. A successful, boutique Commercial Property company in the heart of Melbourne's CBD – car parking provided.

Salary: \$100,000 - \$110,000 + superannuation

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

Sales / Support / Administration Focus

EA / PA to Managing Director – Hawthorn

Support the Managing Director of this highly successful Hawthorn based Commercial agency and enjoy a very diverse and multi-faceted role. The ideal candidate will have excellent diary and time management and attention to detail. Adaptability, flexibility and exceptional communication skills will also ensure your success.

Salary: \$100,000 + superannuation

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

Digital Marketing Specialist – Inner CBD (South Yarra)

Fantastic opportunity to work for this highly regarded, prestigious property company overseeing their digital marketing and brand management. Real Estate experience not essential, sounds digital and social media experience required.

Salary: \$90,000 package

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

EA / PA to Managing Director – Hawthorn

Support the Managing Director of this highly successful Hawthorn based Commercial agency and enjoy a very diverse and multi-faceted role. The ideal candidate will have excellent diary and time management and attention to detail. Adaptability, flexibility and exceptional communication skills will also ensure your success.

Salary: \$100,000 + superannuation

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

Campaign Manager – Inner CBD (Elwood)

A lovely office and great team environment, this role has all the relevant procedures in place and has been well looked after for the past 10 years but the current incumbent. Overseeing the campaign and sales advertising for the team.

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

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

Reception / Sales Administration – Inner South East (Carnegie)

For those who love reception and liaising with clients, this role would be ideal. Monday to Friday and supporting a lovely team assisting with sales administration ensuing you are kept busy with variety in the role.

Salary: \$65,000 + superannuation

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

Sales / Support / Administration Focus

Reception / Administration – Inner CBD (Caulfield / Malvern)

Monday to Friday, an exciting opportunity to utilise your Reception experience in real estate or another industry. Great location and generous remuneration, this role is offered Monday to Friday and will provide variety and administration support for the property management team. An Agents Representative Certificate or currently studying this is required for this position.

Salary: \$60,000 - \$65,000 + superannuation

Contact: Amanda Buxton – amanda@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