

November 2025



Hot Candidates

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

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

Commercial Property Manager – Southeast

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 + commissions

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

Candidate No: 32736786

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

Assistant Property Manager / Field Services Officer – Balwyn

Having previously managed portfolios, our candidate would now prefer to take a step back and support a PM team with field services and any Ad-hoc administrative duties in the office. Very happy to jump in and cover portfolios if the Property Managers are away/sick. Presentation 10/10!

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

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

Candidate No: 32598465

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 to \$90,000 + superannuation

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

Candidate No: 39084747

Property Management Focus – Residential & Commercial

Residential Property Manager – West

Our candidate is an experienced Residential Property Manager who has just been made redundant from a large Real Estate firm who has been bought out and is seeking a new portfolio management role in the Western/Northern corridors of Melbourne. Excellent reference on request.

Salary: \$88,000 + superannuation

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

Candidate No: 39116363

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

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

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

Senior Residential Property Manager / Team Leader – Inner Bayside

With over 10 years property management experience under her belt at a very senior level and 6 of them at the same employer, our candidate is now looking for a new change and challenge. Can manage property with her eyes closed and has overseen teams in the past also, she is outstanding.

Salary: \$100,000 + superannuation

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

Candidate No: 23563525

Property Management Focus – Residential & Commercial

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 – Inner CBD

Buxton Pratt placed this lovely candidate in a portfolio management role about 6 years ago and she recently decided to move on and give the build to rent space a go and has realized it is not for her, so wants to go back to established. Would love to explore any inner CBD opportunities.

Salary: \$90,000 + superannuation

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

Candidate No: 16240164

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

Senior Residential Property Manager – Essendon

Seeking a new Senior Property Management role in the Northern suburbs, this candidate has over 15 years experience in portfolio and has only been with two companies so her longevity and loyalty is excellent. Great communication skills and very well presented. Commencement 2026.

Salary: \$95,000 + superannuation

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

Candidate No: 36696494

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

Property Management Focus – Residential & Commercial

Residential Property Manager – Croydon

This outstanding property manager has been with the same company for 10 years 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

Assistant / Junior Property Manager – North

Our candidate has been in an assistant role for 2 years at the same employer and now feels ready to step up to a junior property management role and would ideally like a reset in a new organization with a great culture and supportive management team.

Salary: \$75,000 + superannuation

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

Candidate No: 36696494

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

Sales / Support / Administration Focus

Sales Administration / Accounts / Marketing – Eastern Suburbs

A lovely candidate who has shown longevity and loyalty in her previous real estate and commercial property roles – expert in sales administration for commercial and residential, as well as accounts and marketing.

Salary: \$80,000 + superannuation

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

Candidate No: 16238915

Commercial EA / PA – Location Flexible

This exceptional candidate has a super impressive background in Real Estate operations and as a EA/PA at a very senior level. Immaculately presented she is ideally looking for a new role to commence in 2025 and finishing a 12 month contract at that time. Has her Agents Rep.

Salary: \$90,000 + superannuation

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

Candidate No: 16238955

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

Having been with her current employer for over 5 years, our lovely candidate is looking for a new challenge within Melbourne's Inner East. Experience as an EA, Marketing and Campaign Management with this well known company makes her very knowledgeable within residential real estate.

Salary: \$80,000 + superannuation

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

Candidate No: 16242658

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

Sales Administration / Trust Accounting – Bayside (Brighton) – Three to Four Days Per Week

With years of sales, trust accounting and general administration experience within real estate, our candidate is ideally seeking a role within Bayside around 3 days per week. Great all round knowledge and experience.

Salary: \$85,000 + superannuation (pro rata)

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

Candidate No: 16236791

Sales / Support / Administration Focus

Sales PA / Executive Sales Assistant – East

This candidate has over 20 years experience in Real Estate in various roles. She has been a stand alone Sales Consultant, however now only wants to support a Senior Sales Consultant and bring her skills and experience to be their 'right hand woman'.

Salary: Circa \$80,000 - 85,000 + superannuation

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

Candidate No: 16241672

Marketing Coordinator – Inner CBD / CBD / Inner East

Beautifully presented with a lovely attitude, our candidate has just spent 12 months with a well known and highly regarded Inner CBD real estate office, managing their marketing and rebranding. Ideally looking for a full time Marketing role within property, this candidate would be a great find.

Salary: \$75,000 + superannuation

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

Candidate No: 39065221

Compliance / Residential Administration – Inner North / Inner CBD / CBD – Part Time – 3 to 4 Days Per Week

Fantastic and very knowledgeable regarding property management administration and compliance – would be a highly valuable addition in this niche area of a business. Ideally seeking close to home in the Inner North, 3 to 4 days per week.

Salary: \$80,000 + superannuation (pro rata)

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

Candidate No: 16235879

Marketing / Campaign Manager / Sales Administration – Four Days Per Weeks – School Hours – Eastern Suburbs

Our candidate comes from years of real estate EA / Marketing and Sales Administration experience and is ideally seeking a role close to home in the Eastern suburbs on a part time basis. Focusing on Marketing and Campaign Management would be ideal.

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

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

Candidate No: 16239487

Trust Accountant – Commercial and Residential – Part Time – Approx. 3 Days Per Week

Our candidate has a lovely manner and 20 years experience in both residential and commercial trust accounting. Ideally seeking a role 3 days per week in the CBD, Inner CBD or Eastern suburbs.

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

Candidate No: 35227720

Sales / Support / Administration Focus

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

November 2025



Hot Jobs

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Business Development Manager – South East

A brilliant opportunity to work with a market leader with processes and support second to none. Working as part of a solid BDM Team, you will have plenty of opportunity for growth and development. Monday to Friday.

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

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

Residential Property Manager – Pascoe Vale

Join this lovely small knit team as one of only 2 Property Managers. Designated Field Services agent provided to help with leasing inspections, routines and ingoing condition reports. Office administration support also provided.

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

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

Assistant Property Manager – Inner CBD (Armadale)

Beautiful location and Tier 1 office – an ideal move for those in a similar role or wanting to step up from Reception or Leasing, to work with one of Melbourne's leading, prestigious teams, with a genuine career path.

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

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

Senior Property Manager – Hampton

This reputable and well-known franchise in a beautiful bayside location is seeking an experience Property Manager to join the team. Work from home one day and fantastic support provided. Receive 50% of the letting fee for all new business you bring on also.

Salary: \$85,000 - \$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 and commissions

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

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

Property Management Focus – Residential & Commercial

Junior Property Manager – North Melbourne

This is a opportunity to join a boutique and very successful agency in the heart of North Melbourne as Junior Property Manager. Some level of Property Management experience is required, however you will be part of a three person POD lead by the Team Leader that will provide training.

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

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

Commercial Property Manager – Inner CBD (Caulfield)

With a great team and plenty of support, this Commercial Property Management position ideally requires someone from a very experienced background. Would love this persons input on procedures and policies, as well as a sound knowledge of the Retail Leases Act. This role will look after an excellent portfolio of high end clients which have been expertly managed for many years. Great opportunity to work close to home with a great team.

Salary: \$110,000 + superannuation

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

Commercial Assistant Property Manager – Hawthorn

This is an absolutely fabulous opportunity to kick start your Commercial career within one of Melbourne's most renowned Tier two Commercial agencies. Ideally you would either have some experience in the commercial arena or extensive residential experience and keen to transition over.

Salary: \$80,000 - \$85,000 + 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 + superannuation and commissions

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

Senior Property Manager – Bayside

A well known name and excellent procedures, this role will join a friendly team of property manager's, overseeing 170 local properties – great support and team. Monday to Friday only.

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

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

Property Management Focus – Residential & Commercial

Senior Property Manager – South East (Noble Park)

Great office and busy environment, this role would be ideal for an experienced property manager, looking for a great environment, friendly, professional team and generous remuneration. Monday to Friday – 170 properties with lots of support. The position will also provide a training and mentoring opportunity for the successful candidates with 2 Junior PM's

Salary: \$90,000 + superannuation

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

Senior Property Manager – Inner CBD (Port Melbourne)

An autonomous role for 110 local properties, including 10 commercial so very good opportunity to gain some commercial experience. Great team of 10 in the office and the role is offered Monday to Friday – lovely role for experienced property managers looking for some autonomy.

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

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

Sales / Support / Administration Focus

Campaign Manager – Inner CBD (South Yarra)

Newly created role for a Campaign Manager / Sales Administrator to step into this lovely company and work with a great team. Monday to Friday and happy to train, so perfect for a Receptionist wanting to step up or those new to real estate wanting to get their foot in the door.

Salary: \$70,000 + superannuation

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

EA / PA to Managing Director – Kew

This is a 12 month contract for someone in the Commercial or Residential space with an excellent EA/PA track record. The keys tasks will involve administration, coordinating communication across the business, & maintaining smooth workflow between departments, clients, and external stakeholders.

Salary: \$100,000 package

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

Administration Assistant (Commercial) – Bayside (Cheltenham) Part Time

An excellent opportunity to utilize your strong administration skills, and work close to home on a part time basis. Ideally looking at 3 to 4 days per week to support this commercial property company as well as the general operations manager.

Salary: \$75,000 to \$80,000 + superannuation pro rata

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

Cadet / Entry Level Team Assistant – Pascoe Vale

Are you looking for an entry role into Property Management and hold your Certificate IV in Real Estate Services? This is a fantastic role for an industry new starter or someone with a bit of experience looking for a new opportunity. Monday to Friday only!

Salary: \$70,000 - \$75,000 package

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

Land Sales – Western Suburbs

This highly regarded property developer is looking for a House and Land Specialist for one of their sites in the Western suburbs. A great and rare opportunity and the company prides itself on its work to date and delivery of a great product.

Salary: Dependent Upon Experience + superannuation and commissions

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

Sales / Support / Administration Focus

Team Assistant – Balwyn

This lovely small boutique family business is seeking a Team Assistant to support the three Senior Property Managers with both field services and ad-hoc in office administrative support. Excellent remuneration that is well above average for the right person.

Salary: \$70,000 - \$80,000 + superannuation

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

Commercial Sales & Leasing Marketing Administrator – Hawthorn

Our client is seeking exceptional Sales and Leasing Marketing Administrator who will be responsible for a diverse range of marketing tasks. You must thrive on supporting transactional real estate teams. This is a dynamic role, requiring professionalism and excellent attention to detail.

Salary: \$100,000 + superannuation

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



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