

January 2026



# Hot Candidates

**Real Estate and Property Focus**

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**BUXTON PRATT**  
PROFESSIONAL PLACEMENTS

# Property Management Focus – Residential & Commercial

## **Team Leader / Department Manager / BDM – Inner CBD**

A fantastic and very experienced Senior Property Manager, with a great personality for real estate and overseeing staff. Our candidates people skills as well as technical knowledge will ensure he is a great appointee as a Team Leader, BDM or Department Manager – he's ready for a new challenge!

Salary: \$110,000 + superannuation

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 35283698**

## **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 & incentives

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto:liza@buxtonpratt.com.au)**

**Candidate No: 16239443**

## **Senior Property Manager / Team Leader – Eastern Suburbs**

With over 7 years in Property Management, our candidate is looking for a new role, close to home in Melbourne's Eastern suburbs. With a great attitude and experience in Team Management, she would make a great addition to a successful team.

Salary: \$100,000 + superannuation

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 24162035**

## **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](mailto:liza@buxtonpratt.com.au)**

**Candidate No: 16242792**

## **Senior Property Manager – Inner CBD (Mandarin Speaking)**

A fantastic candidate with a lovely attitude, ideally seeking a new Senior Property Management position in the Inner CBD where she can utilize her skills to date.

Salary: \$90,000 + superannuation

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 39664374**



# Property Management Focus – Residential & Commercial

## **Residential Property Manager – Inner North / North**

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](mailto:liza@buxtonpratt.com.au)**

**Candidate No: 16241842**

## **Senior Property Manager – North / West**

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: \$90,000 + superannuation

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 16232986**

## **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 & commissions

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto:liza@buxtonpratt.com.au)**

**Candidate No: 32736786**

## **Senior Property Manager / Property Administrator – Monday to Thursday**

A fantastic candidate with such a lovely attitude and over 10 years property management experience, the majority with the one prestigious company. Ideally looking to utilize her skills in a role Monday to Thursday around the Bayside / South East area.

Salary: \$85,000 - \$90,000 + superannuation (pro rata)

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 16240281**

# Property Management Focus – Residential & Commercial

## **Senior Residential Property Manager – Inner Bayside / CBD**

With 15 years experience in Property Manager under his belt and 9 years with the same employer, this candidate wants a reset and change for the new year! Excellent knowledge in all areas of property management and no scared to go out and list as well with his fabulously outgoing personality! Excellent references on file.

Salary: Circa \$95,000 + superannuation

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto:liza@buxtonpratt.com.au)**

**Candidate No: 16240496**

## **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](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 38986203**

## **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](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 39132671**

## **Commercial Head of Department / Associate – Inner North / North / CBD**

With over 20 years experience in commercial property management, trust accounting, setting up departments and motivating teams, this candidate is a unicorn and will be such an asset to a new Commercial Department or those requiring more Senior team members. Great, dynamic manner with high level commercial knowledge

Salary: \$110,000 - \$140,000 + superannuation

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 39687756**



# Property Management Focus – Residential & Commercial

## **Department Manager / Team Leader – Bayside / Inner CBD / South East**

A fantastic and experienced Department Manager, having been with her current office for over 7 years. With a beautiful manner and great knowledge of running a department as well as compliance and technical knowledge, our candidate is ready for a new challenge. Ideal location would be Bayside, Inner South East or Inner CBD.

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

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 16241280**

## Sales / Support / Administration Focus

### **Receptionist / Sales Assistant / Cadet – Bayside / Inner CBD**

An excellent candidate, looking to commence her career in real estate, ideally on the sales side. Polished, articulate, with a great work ethic, this candidate would be a great addition to a Sales Team or Front Office

Salary: \$55,000 + superannuation

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 38210589**

### **EA / PA / Campaign Manager – CBD / Inner West**

This dynamic and highly organised candidate has been with the one company for 8 year and is now ready for change in 2026! She is well versed and experienced in all areas of Real Estate Administration, marketing and campaign management.

Salary: Circa \$85,000 + superannuation

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto:liza@buxtonpratt.com.au)**

**Candidate No: 16242149**

### **Executive Assistant – Director – South East / Bayside**

Fantastic experience with the one company as an EA to a Director of a very successful real estate office. Ideally seeking a new role in the South East / Bayside area, this candidate has an excellent understanding of the industry.

Salary: \$80,000 + superannuation

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 39630774**

### **Executive / Sales Assistant – Inner CBD**

Beautifully presented and coming from over 3 years experience with a highly regarded Inner CBD Agency as EA / Sales Assistant, our candidate is looking for a new role where she can settle in and grow with the company.

Salary: \$80,000 + superannuation

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 39660326**

### **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](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 39359186**



## Sales / Support / Administration Focus

### **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](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 22523581**

### **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](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 21476673**

### **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](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 16235879**

### **Digital Specialist / Brand Manager – Inner CBD**

Excellent attitude and a great understanding of digital marketing, social media and brand management. Having qualifications to match this experience, our candidate is also studying her Agents Rep, as a genuine interest in joining the real estate industry

Salary: \$80,000 + superannuation

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 39589466**

## Sales / Support / Administration Focus

### **EA to Director – Inner North / Inner West**

With over 10 years experience in residential sales, our candidate would like to find herself a role as an EA to a Director, where she can settle in long term. Ideal location would be the Inner CBD / Inner West.

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

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

**Candidate No: 16241626**



January 2026



# Hot Jobs

**Real Estate and Property Focus**

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**BUXTON PRATT**  
PROFESSIONAL PLACEMENTS

# Property Management Focus – Residential & Commercial

## **Senior Property Manager - (Brighton) - Maternity Leave Position**

A beautifully run portfolio with a great team to support this maternity leave position. Monday to Friday, portfolio of approx. 125 high end properties. Corporate office with a long term team – ideal contract role.

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

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

## **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](mailto:amanda@buxtonpratt.com.au)**

## **Residential Property Manager – Bayside (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 - \$95,000 + superannuation

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto:liza@buxtonpratt.com.au)**

## **Senior Property Manager – Inner CBD (Docklands)**

A lovely office and great team culture, this role is Monday to Friday and comes with a car park and plenty of support to oversee this portfolio. Very well looked after, with majority of the portfolio high end apartments.

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

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

## **Commercial Property Manager – Inner CBD (Kew)**

Buxton Pratt placed a candidate with this absolutely delightful client last year and she is absolutely loving the role, team and culture. They now require an experienced Commercial PM that ideally is proficient in Cirrus8 to look after about 100 commercial tenancies, Most Metro but some Regional.

Salary: \$110,000 - \$115,000 + superannuation

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto:liza@buxtonpratt.com.au)**

## **Senior Property Manager – Inner CBD (Toorak) – Maternity Leave Position**

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](mailto:amanda@buxtonpratt.com.au)**



# Property Management Focus – Residential & Commercial

## **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](mailto:amanda@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 - \$85,000 + superannuation & commissions

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@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](mailto:amanda@buxtonpratt.com.au)**

## **Property Manager – (CBD)**

With a friendly and well run team, this role is ideal for those who enjoy working in Melbourne's CBD. Mandarin would be an advantage and the office provides a great culture with long term staff. Monday to Friday.

Salary: \$80,000 + superannuation & bonuses

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

## **Junior Property Manager – (Armada) – Maternity Leave Role**

Such a lovely team and a very high, end prestigious office with a down to earth culture. A great opportunity for those in a similar role or Leasing / Assistant PM to step into property management with excellent training provided

Salary: \$80,000 package

**Contact: Amanda Buxton – [amanda@buxtonpratt.com.au](mailto:amanda@buxtonpratt.com.au)**

## Sales / Support / Administration Focus

### **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](mailto:amanda@buxtonpratt.com.au)**





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