

February 2026



Hot Candidates

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Senior Property Manager – Eastern Suburbs

A fantastic, well presented and very capable Senior Property Manager, looking to step back into work following maternity leave. Our candidate brings with her excellent experience and a great knowledge of property management. Ideally looking close to home in the Eastern suburbs, with three days in the office and two from home.

Salary: \$90,000 + superannuation

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

Candidate No: 37913629

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

Senior Property Manager – Inner West

With an excellent attitude and longevity in property management, our candidate is looking for a new role, closer to home in the Inner West. Great attitude and experience.

Salary: \$90,000 + superannuation

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

Candidate No: 16237868

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

Candidate No: 32736786

Senior Property Manager / Team Leader – Eastern Suburbs

With 10 years property management experience, our candidate is absolutely lovely and in the market for a new Senior Property Management position. With demonstrated loyalty and longevity, our candidate will be a fantastic addition to a property management team in the Eastern suburbs.

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

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

Candidate No: 16240868

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 plus superannuation

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

Candidate No: 16242792

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 to \$130,000 + superannuation

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

Candidate No: 16241280

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

Candidate No: 16239443

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

Candidate No: 35283698

Property Management Focus – Residential & Commercial

Team Leader / Department Head – Inner City

Buxton Pratt consulting placed this excellent candidate who already had great experience in a Senior Property Management role over 7 years ago! He is now ready for a new challenge and wants to step into Leadership role of Department Head or Team Leader. Our client has loved having him as part of the team and he has naturally progressed to a quiet senior role within the business anyway mentoring more junior property managers and stepping in and up when asked to.

Salary: Circa \$100,000 + superannuation & incentives

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

Candidate No: 24425685

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

Candidate No: 24162035

Residential Property Manager – Inner North

With 12 months Property Management experience under her belt this candidate is keen to join a reputable agency where there is opportunity for future growth opportunities. She has a very outgoing and personal demeaner and wants to be part of a fun and hard working team who all strive to bring out the best in each other.

Salary: Circa \$80,000 + superannuation

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

Candidate No: 39884577

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

Candidate No: 39664374

Property Management Focus – Residential & Commercial

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

Candidate No: 16240281

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 – 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 - \$120,000 + superannuation

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

Candidate No: 36688798

Sales / Support / Administration Focus

Reception / Administration – Inner CBD / Bayside

Lovely candidate, with such a great attitude and very keen to secure a start in real estate, after recently completing her Degree. Highly recommend, would be an excellent addition to a successful team.

Salary: \$60,000 + superannuation

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

Candidate No: 39845303

EA to Director – Inner North / Inner West – Monday to Saturday's

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 to \$85,000 + superannuation

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

Candidate No: 16241626

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

Candidate No: 39589466

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

Candidate No: 38210589

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

Sales / Support / Administration Focus

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

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

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 - \$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.

Salary: TBA

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

Candidate No: 35227720

Sales / Support / Administration Focus

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

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: \$75,000 + superannuation

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

Candidate No: 38124840

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

February 2026



Hot Jobs

Real Estate and Property Focus

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Property Management Focus – Residential & Commercial

Senior Property Manager – (Melbourne's North)

A genuine opportunity to work close to home and utilize your local knowledge with this well-run portfolio. This corporate real estate company offers leasing, administration and field services support as well as the opportunity to work 3 days from home. Monday to Friday only.

Salary: \$90,000 – \$100,00 + superannuation

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

Senior Property Manager – Carlton

Our client is a very well renowned office in the heart of Carlton and is seeking an intermediate or senior property manager to manage a portfolio that has been immaculately managed for 7 years! Administration, Leasing and Field services support provided, 1 day allowed working from home and no Saturdays. Great earning potential including an excellent base salary, incentives and bonus scheme in place. Great team culture and long standing employees.

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

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

Senior Property Manager – (Brighton)

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

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

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

Floating Property Manager / Team Assistant – Carlton – Part-Time or Full-Time & Flexible Hours

This role is super flexible and dynamic and provides variety and a 'change of scenery' as the team floater/assistant to the PM team. This role has the ability to be flexible so would suit someone wanting full time, part time or flexible hours. Main duties include portfolio coverage across 3 offices when PMs are away, general ad-hoc tasks to assist the Property Managers in terms of field services and office bound duties, supporting the Department Head etc! More of a task based/support role for someone that doesn't want to manage a portfolio full time or needs flexibility.

Salary: \$85,000 - \$95,000 + superannuation (pro-rated for part time)

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

Senior Property Manager – Inner CBD (Albert Park)

A lovely office and great team culture, this role is Monday to Friday and would be ideal for those who want to work in a great part of Melbourne and be well rewarded and appreciated for your efforts – a great team culture.

Salary: \$85,000 – \$95,000 + superannuation

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

Property Management Focus – Residential & Commercial

Residential Property Manager – Hampton

Our client is part of one of the Melbourne bayside's most successful franchise groups and are seeking an experienced Property Manager to join a long standing team. Portfolio is 170 properties with fantastic support for administration and some field services. Work from home allowed, no Saturdays and for every new business you bring on, enjoy a very lucrative cut of 50% of the letting fee in commissions in addition to your salary.

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

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

Senior Property Manager – Inner West

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 portfolio of 160 local properties. The support provided along with the career opportunity and corporate office facilities make this role a great move. Opportunity to oversee some commercial properties as well.

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

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

Residential Property Manager – South Yarra

Work for one of Melbourne's most prestigious and high end South Yarra agencies! Portfolio circa 130 properties with full leasing and administration support and their offices are out of this world with the most stunning views of the CBD! Parking available and an excellent 6 figure base (plus superannuation plus commissions) is on offer for the right candidate who has a great track record, immaculate presentation and is looking for longevity.

Salary: \$90,000 - \$100,000 + superannuation

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

Senior Property Manager – (Western Suburbs)

Such a lovely team, where support starts at the top with a Director who provides a great culture and really ensures his team is well looked after. Plenty of support to manage your local portfolio of 170 properties. Monday to Friday only.

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

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

Residential Property Manager – Craigieburn - Monday - Friday 9am - 5:30pm

This is a Monday to Friday only role managing a portfolio of local properties with full administration and leasing assistance. Using the latest state of the art systems including PropertyME, IRE and Inspection Express the portfolio is in immaculate condition and the team enjoy a great culture and work place. This brand is part of a very well-known Melbourne franchise group.

Salary: \$85,000 + superannuation + commissions

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

Property Management Focus – Residential & Commercial

Senior Property Manager – Inner South East (Glen Waverley)

An exciting opportunity to join this well-known and highly regarded real estate brand. This role will oversee a small portfolio of 160 properties and the company offer genuine career opportunity. Monday to Friday.

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

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

Commercial Property Manager – Dandenong

Our client is seeking a new Commercial Property Manager due to recent growth to ideally start ASAP. Portfolio approx 180, dwellings mainly in the Dandenong and surrounds areas, starting 5 days in the Dandenong office, with some flexibility allowed within 6 months including some work from home/other office options. You must be a self-starter, motivated, quick learner, and motivated. Our client is happy to consider candidates making the transition from Commercial as they have the resources and staff to help train people up. Office has on site gym, putting green and bar!

Salary: \$85,000 - \$105,000 + superannuation (depending on experience)

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

Junior 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 a small portfolio with the support of a Senior Property Manager, this is perfect for those working on Reception in real estate, as an Assistant PM or Leasing Consultant, looking for a step up.

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

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

Property Manager – Melbourne's 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

Junior Property Manager – (Armadale) – 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

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 to \$90,000 + superannuation

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

Sales / Support / Administration Focus

Sales Personal Assistant – Inner North

A great opportunity for an enthusiastic PA to join this very successful and well-known brand in the Inner North. As Sales PA to the Director, this role provides variety and a great career opportunity into a future Sales career.

Salary: \$60,000 – \$80,000 + superannuation

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

Sales Trust Accountant – South Yarra - Part-Time (25 hours)

This role is working alongside another full time Sales Trust Accountant to support them with some of the daily overflow so only required for 25 hours a week. Our client is happy for the successful candidate to choose their own hours and days that work with their own circumstances (can be shorter hours for eg school hours over 4-5 days or full time hours over 3-4 days, and flexible start/finish times). On Box & Dice and absolutely stunning offices with breathtaking CBD views!

Salary: \$95,000 - \$100,000 + superannuation (pro-rated)

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

Administration – Special Projects – Inner CBD (Caulfield)

Fantastic opportunity to work for this highly regarded, prestigious property company, supporting special projects and utilizing your real estate administration experience in a different capacity.

Salary: \$80,000 + superannuation

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

Digital Marketing Specialist – Inner CBD (South Yarra)

Overseeing digital media, marketing, brand awareness and social media all form part of this great opportunity, with a high-end brand. Real Estate experience is essential to be considered for this role.

Salary: \$80,000 – \$90,000 + superannuation

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



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