

March 2026



Hot Candidates

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Business Development Manager (Property Management) – Boroondara / Stonnington

With outstanding and long term business development experience in property management, our candidate is ideally looking for a new role close to home and her network. Very well presented and a successful BDM work history, this candidate will be highly sought after.

Salary: \$90,00 + superannuation & commissions

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

Candidate No: 37002549

Senior Residential Property Manager – East

With over 20 years experience, 8 of them with the same employer working as a Senior PM / Trainer / Team Leader this outstanding candidate is now seeking a change and is happy to step back from her current responsibilities and just manage a portfolio and very happy to still mentor and share her knowledge as she thoroughly enjoys this.

Salary: \$90,000 + superannuation & commissions

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

Candidate No: 40069544

Senior Property Manager – Peninsula / Bayside / South East – Part Time (20 Hours Per Week)

With over 15 years experience in property management, our candidate brings with her a lovely attitude and a great knowledge of property management. Ideally looking to utilize her skills on a part time basis, she would be a great asset.

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

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

Candidate No: 32352914

Senior Residential Property Manager – North

Our candidate is seeking a new challenge and doesn't mind taking on a high volume portfolio of 200 properties plus as long as there is adequate support. She prides herself on excellent attention to detail, time management and delivering the highest level of customer service to her clients and tenants. Immaculately presented.

Salary: \$90,000 + superannuation & commissions

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

Candidate No: 40040137

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

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Salary: \$90,000 + superannuation

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

Candidate No: 37913629

Property Management Focus – Residential & Commercial

Senior Residential Property Manager (Mandarin Speaking) – Location Flexible

This candidate has been temping for Buxton Pratt on many assignments and is often asked to come back! He has been temping due to personal circumstances however is now able to commit to full time permanent employment and is available immediately! Speaks and writes fluent Mandarin and excellent English.

Salary: \$90,000 + superannuation & commissions

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

Candidate No: 16242399

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 + superannuation

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

Candidate No: 16240868

Senior Residential Property Manager – Inner East / North

With 20 years under his belt, this candidate has done it all! Portfolio management, leasing, BDM and trust accounting! He has been with the one employer for 5 years and is now seeking a new role closer to home where he is now residing in the Manningham location. Excellent legislation knowledge, attention to detail and proficient in every software system there is!

Salary: \$90,000 + superannuation & commissions

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

Candidate No: 16240531

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

Property Student – Inner CBD / Bayside

Lovely young candidate, looking for 2 or 3 days per week within a residential or commercial office to gain some industry insight and experience – would make a great addition to a good team, lovely manner

Salary: Negotiable

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

Candidate No: 39870653

Property Management Focus – Residential & Commercial

Senior Residential Property Manager / Team Leader – Location Flexible

This outstanding, extremely senior candidate is seeking a new role that ideally encompasses staff leadership, day-to-day operations, leasing, property management oversight, and new business development. He is 10/10 in every sense of the word and would love to join a new team that value team morale, culture and a supportive work place.

Salary: \$100,000 + superannuation & commissions

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

Candidate No: 16242878

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

Sales / Support / Administration Focus

Personal Assistant / Sales Administration – Bayside / Inner CBD

A lovely candidate, with fantastic sales administration and PA experience, with very good companies within Bayside. Ideally seeking a new role where she can settle in long term, ideally as a Personal Assistant.

Salary: \$90,000 + superannuation & commissions

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

Candidate No: 30490791

Receptionist / Administrator – Richmond

This delightful candidate has been temping exclusively for Buxton Pratt in various reception / administration roles the last 6 months or so and the feedback has been excellent. Bright, bubbly and immaculately presented she would be a wonderful addition to any team as front of house, available immediately so can temp or go permanent.

Salary: \$65,000 + superannuation & commissions

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

Candidate No: 29083377

Trust Accountant – Sales & Property Management (Residential & Commercial)

A fantastic candidate with years of trust accounting experience in both residential and commercial property. Ideally seeking a new full time role in the East / Inner East or South East.

Salary: \$85,000 + superannuation

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

Candidate No: 16241190

Commercial Assistant / Administrator – Inner CBD / Bayside

With a years commercial experience covering a maternity leave contract has sparked this candidates interest with previous residential experience to pursue a career in the exciting world of commercial! She would ideally love an assistant/junior role where she can be mentored/trained to work towards becoming a fully fledged Commercial Property Manager.

Salary: \$70,000 + superannuation & commissions

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

Candidate No: 35494557

Marketing / Campaign Manager / Sales Administration – Inner CBD / Inner East

Having just recently finished with a well known real estate office after over 5 years, our candidate is ideally seeking to utilize her skills in a Marketing / Sales Administration role, within the Inner CBD / Inner East.

Salary: \$85,000 + superannuation

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

Candidate No: 16242658

Sales / Support / Administration Focus

Commercial / Residential Executive Assistant / Marketing Co-Ordinator – Location Flexible

This candidate has over 15 years of professional experience in Real Estate Executive Assistance and Office Management positions specialising in developing new procedures and training on administration, systems, marketing and customer service. She is seeking a new, similar role and is ready for a new challenge!

Salary: \$85,000 + superannuation

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

Candidate No: 16241307

Residential / Commercial Administration – Inner North

A lovely candidate, looking to continue her career in Residential and / or Commercial Administration and settle in long term. Based in the Inner North, this location would be ideal to utilize her vast commercial and residential administration experience to date.

Salary: \$85,000 + superannuation

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

Candidate No: 40050966

Residential / Commercial Trust Accountant – Location Flexible

Proficient in Residential and Commercial Sales and Rentals Trust Accounting, this candidate is seeking a new permanent full time accounts role due to her current contract recently finishing. She has excellent knowledge of the Microsoft Suite and many common accounting programs.

Salary: \$85,000 + superannuation

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

Candidate No: 16241190

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

Reception / Administration – Inner CBD / Inner East

Beautifully presented, our candidate is seeking an entry into real estate and property and would ideally like a role as Receptionist / Administrator with a good brand in the Inner CBD / Inner East.

Salary: \$60,000 + superannuation

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

Candidate No: 40068371

Sales / Support / Administration Focus

Operations Manager – Inner CBD / CBD

Excellent and highly qualified candidate, looking for an Operations / General Manager position within the Inner CBD / CBD, where she can utilize her vast experience with excellent companies.

Salary: \$150,000 + superannuation

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

Candidate No: 16241670

March 2026



Hot Jobs

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

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 2 days from home. Monday to Friday only.

Salary: \$90,000 + superannuation

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

Residential Property Manager – Inner North

This is a great opportunity for a junior or senior property manager to join a reputable franchise agency in the heart of Carlton. No weekends, work from home allowed and inherit a beautifully managed portfolio that has had the same manager for 8 years.

Salary: \$80,000 – \$100,000 + superannuation & incentives / yearly bonus

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. 170 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

Residential Permanent Temp Property Manager / Team Assistant – Inner North

If you are looking for a role that involves great variety where one day is never the same, this role is for you! Cover portfolios when PMs are away, assist the commercial team, the department head/director and basically jump in where you are needed! Part-time considered and work from home.

Salary: \$80,000 – \$100,000 + superannuation & incentives / yearly bonus

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

Senior Property Manager – Inner CBD (Toorak)

Ideal for an experienced property manager, looking for a fun environment, friendly, professional team and generous remuneration. 140 properties with lots of support. Gorgeous, corporate offices in a beautiful, high end location.

Salary: \$90,000 + superannuation

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

Property Management Focus – Residential & Commercial

Residential Property Manager – Southbank

Do you enjoy the hustle and bustle of the Inner city? This role is based in Southbank with majority of the properties above the offices! Company cars provided, great flexibility with most PMs working 1-2 days from home and fantastic assistance including a dedicated leasing and field services team. State of the art offices to enjoy also.

Salary: \$80,000 – \$100,000 + superannuation & incentives / yearly bonus

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

Commercial Property Manager – Hawthorn

The successful candidate will inherit an immaculately managed portfolio of about 170 tenancies using GOAT software. Our client provides fabulous flexibility with start/finish times and most of the Property Managers work 1-2 days from home. The culture is fantastic and all candidates we place with them never want to leave!

Salary: \$100,000 - \$120,000 + superannuation & incentives

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

Commercial Property Manager – CBD

Portfolio includes major client with 2 x multi-level CBD radius office buildings and also a mix of retail. Must be experienced with financial budgeted buildings and be an excellent communicator with high calibre clients and tenants.

Salary: \$100,000 – \$120,000 + superannuation & incentives

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

Senior Property Manager – St. Kilda

Such a lovely team, where support starts at the top with the Department Manager, who provides a great culture and really ensures the team are well looked after. Plenty of support to manage your local portfolio of 160 properties. Monday to Friday only.

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

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

Assistant Property Manager – Albert Park

This role would be ideal for those looking for a friendly, supportive team and ready to settle in long term. Assisting two property managers within this boutique property company, in a great location, the role will provide training and development to overseeing your own small portfolio. Perfect for those working on Reception in real estate, as an Assistant PM or Leasing Consultant, looking for a step up.

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

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

Sales / Support / Administration Focus

Commercial Administrator – Inner CBD / Inner South East

A great opportunity to join this boutique commercial team as support and administrator for their commercial department. A lovely office and well regarded team, this role is a pivotal one with plenty of variety.

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

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

Commercial Administrator – CBD (Part Time / Full Time)

Join a reputable tier 2 inner city commercial agency as the Commercial Administration Assistant. Flexible days and hours considered, as well as option to work a day from home. Experience in a similar role will be highly desirable.

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

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

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

Commercial Sales and Leasing Agent – CBD

This highly reputable inner city tier 2 commercial agency are seeking a new Sales and Leasing agent to join the team and work very closely with the managing director! You don't even have to list the properties as they are already listed! You just need to secure the buyers and tenants and receive extremely lucrative financial rewards.

Salary: \$90,000 – \$120,000 + excellent commission scheme

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

Marketing / Sales Administration – South Yarra

Could not find a more lovely office in a great location – ideal role with this high end boutique property company, to oversee the marketing and advertising along with as sales administration. The role will provide some ad hoc duties too, to ensure it contains variety – to include HR, event management etc.

Salary: \$90,000 + superannuation

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

Sales / Support / Administration Focus

Property / Trust Accountant (Part Time Approx. 25 Hours A Week) – South Melbourne

Our client has 60 trusts that own the asset with one tenant. Main tasks include collecting rent, paying costs and investor distributions. Software is Cirrus8 and must be proficient with trust accounting and accounts payable/receivable. Car parking provided and you can choose your hours/days.

Salary: \$90,000 – \$120,000 + excellent commission scheme

Contact: Liza Atkins – liza@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

Sales Trust Accountant – Inner CBD (South Yarra)

Fantastic opportunity to work in beautiful, corporate offices with this highly regarded real estate office. As Sales Trust Administrator, the role will be considered four or five days per week and the systems and procedures are second to none.

Salary: \$90,000 + superannuation

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

Campaign Manager – Inner CBD (Caulfield)

Such a lovely team, located in high end, prestigious offices with a down-to-earth culture. A great opportunity for those in a similar role, with a thorough handover provided to the successful candidate.

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

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

Projects Coordinator / Team Manager – Inner North

A rare opportunity to utilize your property management experience, with an excellent brand and assist in mentoring and managing property management as well as special projects – ideal for those looking for something different. Monday to Friday.

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

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Liza Atkins

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