

April 2026



Hot Candidates

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Senior Property Manager – South East

With a lovely attitude and having just finished with a company where she worked for 3 years, our candidate is looking for her next Senior Property Management position close to home in Melbourne's South East.

Salary: \$90,000 + superannuation

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

Candidate No: 40332024

Residential Property Manager – Location Flexible

This candidate is relocating from regional Victoria and brings with her 3 years experience in portfolio management. She has been working for one of Victoria's most reputable and well known franchise groups and is seeking a role with a progressive agency that have a great work culture.

Salary: \$80,000 + superannuation

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

Candidate No: 40433007

Senior Property Manager – Inner North / CBD

With excellent experience and longevity in roles, our candidate is seeking a new role in the Inner North, where he knows the area extremely well and has build up an excellent reputation. Great candidate and will be highly sought.

Salary: \$95,000 + superannuation

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

Candidate No: 16495725

Senior Residential Property Manager – Inner North

With over 15 years Property Management experience under her belt, this candidate decided to jump into the commercial arena and even though enjoyed the experience and exposure, she has realized she is much better suited to residential. She is available immediately to temp or go permanent at an agency close to home in North Melbourne. References provided upon request.

Salary: \$90,000 + superannuation

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

Candidate No: 16238702

Assistant Commercial Property Manager – CBD / Inner CBD

Our candidate comes from excellent residential property management experience and is keen to make the move into commercial. Having worked with her current company for a few years now, our candidate has demonstrated her loyalty to a role and is very well presented. Ideally seeking a role in the CBD or surrounds.

Salary: \$80,000 + superannuation

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

Candidate No: 16241712

Property Management Focus – Residential & Commercial

Senior Residential Property Manager – West

Originally from New Zealand, this candidate has recently returned from an extended trip back to NZ for personal reasons (meaning he did have to tender his resignation to his Melbourne Commercial employer) and is seeking a temp or permanent Commercial Property Management role ASAP. He has experience in retail, office and industrial dwellings.

Salary: \$90,000 + superannuation

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

Candidate No: 37290457

Senior Property Manager – South East / Inner South East / Bayside

A lovely and very capable candidate, available straight away for a new role in Melbourne's South East / Inner South East. With a great attitude and longevity in previous roles, our candidate would like to again, settle in long term as a Senior PM with a good agency.

Salary: \$90,000 + superannuation

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

Candidate No: 40332024

Senior Residential Property Manager – St Kilda East

Currently working in the North (where he was living) this candidate has relocated to the South East and finding the daily commute taking its toll. He is seeking a new property management role in the Southeast or bayside suburbs and has 6 years experience in portfolio management.

Salary: \$85,000 + superannuation

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

Candidate No: 40384792

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

Candidate No: 39687756

Administration – Property Management or Sales Administration – Inner CBD

Lovely candidate, with such a good attitude and experience in both property management and sales administration. Our candidate would ideally like a strong administration role within the Inner CBD area, where she can settle in long term.

Salary: \$80,000 + superannuation

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

Candidate No: 40216803

Property Management Focus – Residential & Commercial

Senior Residential Property Manager – Caroline Springs

This candidate is beautifully presented and groomed and has been in residential sales giving it a go the last few years. She has realized now that her real passion and strength is in property management and is keen to get back into it and have a better work/life balance also.

Salary: \$90,000 + superannuation

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

Candidate No: 17001706

Senior Residential Property Manager – Mitcham

This candidate has excellent experience and has been with the same employer for nearly 7 years in the Southeast. As he lives in the east, he would like to find something closer to home. Buxton Pratt have worked with him for many years and all our clients have always had wonderful things to say about him.

Salary: \$90,000 + superannuation

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

Candidate No: 16240531

Business Development Manager (Property Management) – Boroondara or 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: \$90,000 + superannuation & commissions

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

Candidate No: 37002549

Senior Residential Property Manager – Frankston

This candidates loves the client relations side of Property Management as that is where her main strengths lie. She would be ideal for a high volume portfolio with support for admin and field services as she loves building and maintaining relationships, delivering out standing service and problem solving. Available immediately.

Salary: \$90,000 + superannuation

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

Candidate No: 31319451

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

Property Management Focus – Residential & Commercial

Assistant Property Manager / Leasing – East

This immaculately presented and spoken candidate is looking to get her foot in the door as a Leasing Consultant or Assistant Property Manager. Her mother has 20 years experience as a Property Manager and has been mentoring her and training her up. She aspires to be a Property Manager within 12-18 months and is very energetic and keen to learn.

Salary: \$65,000 - \$70,000 + superannuation

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

Candidate No: 40476742

Senior Property Manager or 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: \$120,000 - \$130,000 + superannuation

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

Candidate No: 16240868

Commercial Property Manager / Leasing – Location Flexible

This candidate has 7 years experience and has worked mainly in Tier 1 agencies for most of his career. He is now considering a change and join a smaller organization (ideally a Tier 2). He has had experience in management and Sales and Leasing and we have two excellent references on file for him upon request.

Salary: \$115,000 + superannuation

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

Candidate No: 36758924

Commercial Property Manager / Leasing – Location flexible – available IMMEDIATELY!

Originally from New Zealand, this candidate has recently returned from an extended trip back to NZ for personal reasons (meaning he did have to tender his resignation to his Melbourne Commercial employer) and is seeking a temp or permanent Commercial Property Management role ASAP. He has experience in retail, office and industrial dwellings.

Salary: \$115,000 + superannuation

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

Candidate No: 37290457

Commercial Property Manager / Leasing – West

After 8 years service with the same employer as a Commercial Property Manager, this candidate is considering a move if the right roles presents itself. He has 12 years commercial property management experience and is looking for another long term role where he can have longstanding clients.

Salary: \$110,000 + superannuation

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

Candidate No: 16242315

Sales / Support / Administration Focus

Executive Assistant / Operations – Inner CBD

Beautifully presented and having worked with some of Melbourne's most prestigious real estate companies, our candidate is seeking a high level EA / Operations role within Melbourne's Inner CBD, where she can utilize her experience to date.

Salary: \$110,000 + superannuation

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

Candidate No: 16240030

Leasing Consultant – Northern Suburbs / Inner North

Lovely candidate with 4 years leasing experience in the market for a new position. Thoroughly enjoys the leasing side and would like an opportunity close to home – North / Inner North – Happy to work Saturday's.

Salary: \$80,000 + superannuation

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

Candidate No: 38934657

Executive Assistant for Sales Director / Team – Inner CBD

Fantastic candidate with excellent residential sales experience and strong administration, ideally seeking a position – Monday to Friday to support a busy Director or Senior Sales Team – fantastic knowledge and experience in guiding vendors throughout the sales process and overseeing marketing campaigns.

Salary: \$100,000 + superannuation

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

Candidate No: 40386263

Executive Assistant / Sale Administration – Northern / Inner North

A lovely and well presented candidate with great all round experience in marketing, campaign, sales administration and EA within the real estate industry. Ideally looking for a new role, close to home in Melbourne's North, this candidate would make a great addition to a successful team.

Salary: \$100,000 + superannuation

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

Candidate No: 16239463

Campaign / Marketing Coordinator – Inner CBD / Inner Bayside

A lovely candidate with a good 12 months campaign and sales administration experience, looking for the next step in their career. Ideally seeking a long term role with a very good agency.

Salary: \$80,000 + superannuation

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

Candidate No: 35403366

Sales / Support / Administration Focus

Sales Administration / Campaign Manager – Bayside / Inner CBD

Fantastic candidate with great experience in Sales Administration and support – ideally looking for a new role within Bayside or Inner CBD. Our candidate has a great all round understanding of real estate including property management and would like to put her sales administration experience to good use with a long term role.

Salary: \$90,000 + superannuation

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

Candidate No: 40279390

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

Trust Accountant – Sales and Property Management – Residential and 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 Southeast.

Salary: \$85,000 + superannuation

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

Candidate No: 16241190

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

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

Rental and / or Sales Trust Accountant – East

With excellent experience in all facets of accounting including financial control, accounts payable and rental and sales trust this candidate can do it all (and you should see her software knowledge list!) looking for a new challenge ideally in the Melbourne Eastern suburbs and open to all accounting and finance roles.

Salary: \$90,000 + superannuation

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

Candidate No: 25837109

April 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 3 days from home. Monday to Friday only.

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

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

Residential Property Manager – Pascoe Vale

Are you looking for a Monday to Friday role in a nice small team that do a 9-5 day? If you want to beat the traffic at the end of the day this role is for you! Approx 160 properties with good support for administration and field work. You will be representing one of Melbourne’s most reputable franchise groups.

Salary: \$90,000 + superannuation

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

Senior Property Manager – Bayside (Mentone)

Ideal for an experienced property manager, looking for a fun environment, friendly, professional team and generous remuneration. 160 properties with lots of support. Gorgeous, corporate offices in a beautiful, beachside location.

Salary: \$90,000 + superannuation

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

Residential Property Manager – CBD

If you enjoy managing apartments in inner city high rises this one is for you! A lot of the portfolio are all in the same buildings and some walking distance from the office. Work Fridays from home and bring in your dog if you want too as they are a dog friendly office.

Salary: \$90,000 + superannuation

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

Mandarin Speaking Property Manager – Surrey Hills

Our client is seeking an experienced residential property manager that speaks and writes fluent English and Mandarin. Approx 160 properties with full leasing support and field services tasks (PMs only do their own finals) Monday to Friday only and possibility to work one day from home and open to flexible hours (start/finish times) very family friendly office.

Salary: \$90,000 + superannuation

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

Property Management Focus – Residential & Commercial

Administration – Property Management Support (Inner North)

A rare opportunity to utilize your property management experience, with an excellent brand and assist in supporting the Head of Property Management as well as general tasks to keep the department moving along. An ideal role for those wanting to step away from day-to-day property management, however, still utilize their skills. Monday to Friday.

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

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

Commercial Property Manager – Hawthorn

Our client is seeking a very senior and experienced Commercial Property Manager to take on a portfolio of about 200 tenancies with great support. They would ideally love someone who enjoys mentoring more junior staff and sharing their knowledge. Potential for team leadership progression down the track.

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

Department Manager – Property Management (Armadale)

A gorgeous office, great team and the opportunity to showcase your Department Manager skills. Overseeing a team of approx. 8 in property management, this role will be made to feel very welcome. Similar experience would be ideal.

Salary: \$120,000 - \$140,000 + 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 Range: \$70,000 - \$75,000 + superannuation

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

Assistant Property Manager / Property Manager – Inner North (Brunswick)

Overseeing a small portfolio while assisting some of the Senior PM's, this role is ideal for those looking to utilize their 1 to 2 years' experience in real estate and take the next step in their career.

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

Contact: Amanda Buxton – amanda@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

Property Management Focus – Residential & Commercial

Senior Property Manager – Eastern (Doncaster)

An exciting and different opportunity has become available with this well-known team, looking for a Property Manager to oversee 60 properties while growing the department. This will ensure the successful candidate oversees the department as it grows, including recruiting the necessary staff. Excellent procedures already in place.

Salary: \$90,000 + superannuation

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

Senior Property Manager – Corporate Property Developer - Inner CBD (St Kilda Road)

An exciting and rare opportunity to work for a Property Developer as a Senior Property Manager and join this corporate Inner CBD based company. Overseeing 120 local properties, this role has a vast array of support, a generous salary, car park and the opportunity for an experienced property manager to utilize their skills in a corporate environment. Beautiful offices - Monday to Friday.

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

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

Senior Property Manager – Inner North

Looking for an experienced property manager to work with a lovely, long term team in the Inner North. End to end property management for this very well run portfolio with leasing support. Ideal for those looking for a relaxed, friendly environment to settle in long term.

Salary: \$100,000 + superannuation

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

Commercial Property Manager – Inner CBD (South Yarra)

An exciting opportunity to join this boutique commercial property company as Commercial Property Manager – plenty of support and will consider those from a residential or more junior commercial background to those with experience in Commercial PM.

Salary: \$90,000 - \$120,000 + superannuation

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

Sales / Support / Administration Focus

Executive Assistant – Inner CBD / Inner East (South Yarra)

An excellent opportunity to utilize your Sales EA / Administration experience with this highly regarded property company based around South Yarra. As EA to the Director, this role will provide variety and a great team environment.

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

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

Rental Trust Accountant – Armadale

Our clients outsource their trust accounting services to Real Estate agents across Melbourne. They are small close knit team and all work from home Fridays! Ideal for a Trust Accountant who is looking for something a bit different and has more variety.

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

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

Accountant / Bookkeeper – CBD

Based in a great part of Melbourne's CBD, this commercial company offers a fantastic opportunity to utilize your Accounting knowledge and skill set and settle in long term.

Salary: \$90,000 - \$120,000 + superannuation

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

Commercial Trust Accountant – Hawthorn

Our client is a small commercial agency in the Caulfield area and they are seeking another full time trust accountant to work alongside another trust accountant. If you are looking for a nice small close knit team with a fabulous work culture, this role could be for you. Carpark included.

Salary: \$110,000 + superannuation

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

Sales Administration – South Yarra

Could not find a more lovely more high-end office in a great location – ideal role to assist with Sales Administration within this very successful, well-known company – excellent career opportunities. The ideal candidate will come from 1 to 2 years' experience within a very good real estate office.

Salary: \$80,000 + superannuation

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

Commercial Trust Accountant – Hawthorn

Our client is a small commercial agency in the Caulfield area and they are seeking another full time trust accountant to work alongside another trust accountant. If you are looking for a nice small close knit team with a fabulous work culture, this role could be for you. Carpark included.

Salary: \$110,000 + superannuation

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

Sales / Support / Administration Focus

Executive Assistant / Sales Administration – Inner CBD (Hawthorn)

As a high-level EA to two Senior Sales Consultant, this well-known office, has the most up to date procedures and beautiful corporate offices. Experience in a similar role would be ideal, and this company offers a great culture and team to work with.

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

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

Operations Manager – Inner North (Brunswick)

A fantastic opportunity for those with sound operations experience to step into a great company with an excellent team and help run the show. Experience in HR / Recruitment is highly regarded as this will form a large part of the role, helping to provide HR and recruitment advice across three offices.

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

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

Team Leader – Sales Administrator – Inner CBD (Armadale)

A fantastic and rare opportunity to join this market leader in high end property, as a Team Leader to a very good team of Sales Administrators. As Team Leader you will oversee the team, mentor, train and ensure the department runs extremely smoothly. With sound experience at a high administration level, as well as a thorough knowledge of relevant real estate software, this role would make a great career move.

Salary: \$110,000 + superannuation

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



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