

May 2026



# Hot Candidates

Real Estate and Property Focus

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**BUXTON PRATT**  
PROFESSIONAL PLACEMENTS

# Property Management Focus – Residential & Commercial

## **Senior Property Manager – Inner North / Inner CBD**

A lovely and very capable property manager looking for a new position as a Senior Property Manager close to home in Melbourne's Inner North. Ideally seeking 2 days from home, this candidate's references are exceptional.

Salary: \$100,000 + superannuation

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

**Candidate No: 40130286**

## **Residential Property Manager – East**

With over 20 years experience in Property Management (10 of those with the same employer!) this ultra experienced property manager is seeking a change! Ideally looking to join an agency on the smaller side and does enjoy the more 'end to end' portfolio management role.

Salary: \$90,000 + superannuation

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

**Candidate No: 16239138**

## **Senior Property Manager / Team Leader – Inner CBD / Inner East**

Lovely candidate with excellent Senior experience, including management, seeking a role in the Inner CBD. Having recently relocated to the Hawthorn area, our candidate would like a role closer to home.

Salary: \$100,000 + superannuation & commissions

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

**Candidate No: 40605645**

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

Our candidate is looking for a new role due to relocating from the Mornington Peninsula just recently to the Inner north of Melbourne. She brings 20 years experience in managing residential portfolios and thoroughly enjoys the client relations component of the role, and likes to do a bit of BDM also. A real people person, values long term relationships and knows her stuff!

Salary: \$90,000 + superannuation

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

**Candidate No: 16241371**

## **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**

# Property Management Focus – Residential & Commercial

## **Residential Property Manager – Inner Suburbs (Southbank)**

Starting her career 13 years ago on reception and working her way up to portfolio management, this candidate is seeking a new role anywhere inner city with a great organization where she can settle in and stay long term. Buxton Pratt placed her in a role 6 years ago and the client feedback was fantastic, available to commence immediately!

Salary: \$90,000 + superannuation

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

**Candidate No: 16240164**

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

**Candidate No: 16495725**

## **Assistant / Junior Commercial Property Manager – CBD or Inner North / West**

This outstanding residential property manager has 17 years experience under his belt and is now wanting to transition into the exciting world of commercial!! He lives centrally so open to location and has fantastic business acumen and a great understanding of the commercial arena. Impeccably presented and outstanding communicator – meet him and you will see.

Salary: \$80,000 + superannuation

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

**Candidate No: 16239650**

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

**Candidate No: 16241712**

## **Commercial Property Manager – CBD or Inner North / West**

This candidate has great commercial experience and has worked for Tier 1, 2 and 3 commercial agencies so has had great exposure to many different offices and cultures. She is now seeking a role close to home (lives Moonee Ponds so CBD or Inner North would be ideal) within an agency that values their people and prides themselves on breeding a great culture.

Salary: \$120,000 + superannuation

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

**Candidate No: 26759368**

# Property Management Focus – Residential & Commercial

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

**Candidate No: 40332024**

## **Commercial Property Manager – Location Flexible (South East)**

With over 20 years experience in Real Estate including Real Estate Sales and Commercial Property Management this Commercial specialist is considering new opportunities closer to home in the South East. He is an extremely forward thinker, loves innovation and knows the Commercial ACT backwards! Only keen on very senior roles that could include team leading, BDM and new projects.

Salary: \$125,000 + superannuation

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

**Candidate No: 16239443**

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

**Candidate No: 37002549**

## **Residential BDM – Location Flexible**

With a very successful sales and BDM track record this candidate is looking the next place to call home for the long term. He has been in the game a long time so has a fantastic pipeline and network to bring across to wherever he ends up. Very connected with various developers and industry professionals.

Salary: base negotiable + commissions

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

**Candidate No: 26254513**

## **Commercial Property Manager – CBD or Inner North / West**

This candidate has great commercial experience and has worked for Tier 1, 2 and 3 commercial agencies so has had great exposure to many different offices and cultures. She is now seeking a role close to home (lives Moonee Ponds so CBD or Inner North would be ideal) within an agency that values their people and prides themselves on breeding a great culture.

Salary: \$120,000 + superannuation

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

**Candidate No: 26759368**

## Sales / Support / Administration Focus

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

A beautifully presented and very experienced EA for residential real estate, is ideally looking for a new role close to home in the Northern suburbs. Great experience with excellent companies, this candidate would make an excellent EA or Campaign Manager.

Salary: \$100,000 + superannuation

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

**Candidate No: 38195084**

### **Commercial Trust Accountant – CBD / Inner North**

This candidate loves Commercial Trust Accounting! He is only looking at a new role due to a recent relocation and has 15 years Commercial TA experience so can hit the ground running! Does not need any flexibility or needs to WFH, he loves coming into an office and enjoying a great office vibe and culture.

Salary: \$100,000 + superannuation

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

**Candidate No: 16241727**

### **Trust Accountant / Office Manager / Administration – 3 to 4 days Per Week – South East**

With over 10 years experience in all aspects of real estate from reception to property and office management to trust accounting, our candidate has demonstrated longevity and great experience in her most recent role. Ideally looking for a new role in Melbourne's South East, our candidate would be interested in 3 to 4 days per week.

Salary: \$90,000 to \$100,000 + superannuation pro rata

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

**Candidate No: 40729155**

### **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**

### **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**

## Sales / Support / Administration Focus

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

**Candidate No: 16239463**

### **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 to \$140,000 + superannuation

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

**Candidate No: 39687756**

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

**Candidate No: 40279390**

May 2026



# Hot Jobs

Real Estate and Property Focus

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**BUXTON PRATT**  
PROFESSIONAL PLACEMENTS

# Property Management Focus – Residential & Commercial

## **Senior Property Manager – South East (Glen Waverley)**

Working close to home and as part of a lovely friendly team, this role would be ideal for an experienced property manager ready for a move – Monday to Friday only and support for leasing, routines and inspections, which is all done for you.

Salary: \$85,000 + superannuation

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

## **Junior Property Manager – Williamstown**

This role would ideally suit someone with up to 12 months experience who is capable of managing about 100 properties. Monday to Friday only and fully maintained company car provided that can be taken home for personal use also.

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

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

## **2IC – Property Management – Inner CBD / South East (Bentleigh)**

Overseeing a small portfolio, this opportunity is an excellent one to join a large property management team as 2IC within the Department, along with a genuine opportunity to grow into a Department Manager's role.

Salary: \$110,000 - \$120,000 + superannuation

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

## **Commercial Property Manager – Dandenong**

Fantastic opportunity to join the commercial leaders of the Southeast! Portfolio size 180 mainly Eastern dwellings. Work from home and flexibility offered and commercial experience is preferred, but not essential if you are a self-starter, motivated and a quick learner!

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

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

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

## **Commercial Property Manager – Hawthorn**

Very clean portfolio, this role would suit someone of an intermediate to advanced experience level. 1 day from home offered, carpark provided and an excellent incentive program if offered on top of an already generous base.

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

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

# Property Management Focus – Residential & Commercial

## **Senior Property Manager (Elsternwick)**

A beautifully run portfolio, working for one Landlord and overseeing 3 residential buildings local to the area. This Property Management role is really one in a million, such a lovely Landlord and role. Monday to Friday. with a great team to support this position.

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

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

## **Residential Property Manager – Pascoe Vale**

This lovely small office in the heart of Pascoe Vale is seeking a Property Manager to manage about 160 residential properties. Work 9-5pm and no weekends! Very generous New Business commissions offered on top on base salary.

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

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

## **Senior Property Manager – (Melbourne's St Kilda Road – Property Developer)**

A fantastic opportunity to work with this leading property developer in this unique, autonomous role of Senior Property Manager. Overseeing 120 properties, this position will step into a beautifully run portfolio with car parking provided, in this corporate St Kilda Road office.

Salary: \$90,000 + superannuation

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

## **Residential Property Manager – CBD**

This client works very closely with some of Melbourne's most reputable developers! Portfolio mainly inner city, work a day from home, Monday to Friday only and even bring your dog in daily if you wish.

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

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

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

## **Mandarin Speaking Property Manager – Surrey Hills**

This role does require an experienced Property Manager that speaks and writes fluent English and Mandarin. Great flexibility offered and 1-2 days from home with no weekends!

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

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

# Property Management Focus – Residential & Commercial

## **Senior Property Manager – Toorak**

Could not find a more lovely more high-end office in a great location – ideal property management role – 150 local, high end properties, Monday to Friday and fantastic support in beautiful offices.

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

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

## **Department Manager – Property Management (Armadale)**

A gorgeous office, great team and the opportunity to showcase your Department Manager skills. Overseeing a team of approx. 6 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](mailto: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](mailto:amanda@buxtonpratt.com.au)**

## Sales / Support / Administration Focus

### **Executive Assistant – Inner CBD / Bayside (Brighton)**

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

Salary: \$90,000 to \$100,000 plus superannuation

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

### **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 + superannuation

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

### **Operations Support – Inner North (Essendon)**

A rare opportunity to utilize your property experience, with an excellent brand and assist in supporting the Operations Manager along with the Director in this newly created, important role. Providing variety, a great name and a lovely office, this is a great role for those wanting to work in real estate, in a different capacity.

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

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



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