

June 2026



Hot Candidates

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Property Manager – Eastern Suburbs

Speaking fluent Mandarin, our lovely property manager is seeking a new role after relocating from NSW, where she has working in property management for 4 years. Ideally looking for a role close to home in the Eastern suburbs, our candidate brings with her a great attitude and love of property.

Salary: \$85,000 + superannuation

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

Candidate No: 40586206

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 – Bayside

With a beautiful attitude and over 10 years experience as a Senior Property Manager and Team Leader, our candidate is looking for a new position close to home in Bayside where she can settle in long term – 2 days work from home.

Salary: \$90,000 + superannuation

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

Candidate No: 31239819

Residential Property Manager – Inner North

Our candidate is looking for a new role due to relocating from the southeast to the Inner north of Melbourne. She brings 20 years experience and thoroughly enjoys the client relations component of the role, and likes to do a bit of BDM also.

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

Contact Liza Atkins – Liza@buxtonpratt.com.au

Candidate No: 16241371

Senior Property Manager / Team Leader – Bayside / South East

This property manager brings with her a wealth of knowledge and a great understanding of property management as well as business development. Ideally seeking a new role close to home in Bayside, our candidate is available straight away.

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

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

Candidate No: 16241996

Property Management Focus – Residential & Commercial

Residential Property Manager – Inner Suburbs (Southbank)

With 13 years experience in portfolio management, this candidate is seeking a new role anywhere inner city. Buxton Pratt placed her in a role 6 years ago and the feedback was fantastic, available to commence immediately!

Salary: \$90,000 + superannuation

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

Candidate No: 16240164

Senior Property Manager / Team Leader – South East / East

Excellent Senior Property Manager, whose knowledge of PM and compliance is second to none. With a lovely personality and great team attitude, along with over 15 years experience in real estate, our candidate is seeking a new Senior PM role in the South East.

Salary: \$100,000 + superannuation

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

Candidate No: 16240287

Residential Property Manager – East

Due to a relocation to the Ferntree Gully location, this senior property manager with 15 years experience is looking for a new role within about 30 mins of home. She has used almost every system and absolutely loves a good challenge.

Salary: \$90,000 + superannuation

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

Candidate No: 16240287

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 – North

With 10 years experience under her belt this candidate is seeking a new challenge managing a portfolio in the north / west or inner city. She is skilled in high volume, end-to-end tenancy management, arrears control, VCAT preparation, and stakeholder communication.

Salary: \$85,000 + superannuation

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

Candidate No: 28118604

Property Management Focus – Residential & Commercial

Senior Property Manager / Team Leader

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 – North

This candidate has been with the same company for 6 years and due to a recent restructure, is seeking a new roles around the city skirts and northern/western suburbs. Wants to come into an office every day as doesn't prefer to work from home and capable of managing a high volume of properties.

Salary: \$90,000 + superannuation

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

Candidate No: 41039976

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

Residential Property Manager – CBD – Speaks Fluent Mandarin and English

With over 10 years experience this candidate is wanting to move into the “Build to Rent” space after working for traditional Real Estate agencies for the main part of her career. Excellent Inner city knowledge and experience with established dwellings and new builds.

Salary: \$90,000 + superannuation

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

Candidate No: 20286651

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

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

This outstanding candidate has 17 years experience under his belt and is now wanting to transition into the exciting world of commercial!! He is open to locations and has fantastic business acumen and a great understanding of the commercial arena.

Salary: \$80,000 + superannuation

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

Candidate No: 16239650

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

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 new role within an agency that values their people and has a great culture.

Salary: \$120,000 + superannuation

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

Candidate No: 26759368

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

Candidate No: 39687756

Sales / Support / Administration Focus

Executive Assistant – Residential Real Estate – South East

Speaking fluent Mandarin and English, this candidate comes from over 8 years EA and Sales Executive experience. Ideally looking for a role close to home, where she can settle in long term as an EA to a Director, Sales Manager or Senior Sales Consultant.

Salary: \$90,000 + superannuation

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

Candidate No: 39630774

Residential BDM – Location Flexible

This candidate has over 15 years Sales experience in Real Estate and is now wanting to jump into the exciting world of BDM! Located centrally she is open to locations, and just meeting with people. Immaculately presented and spoken.

Salary: Base salary + incentives

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

Candidate No: 26254513

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! 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

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: 1624003

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

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

Sales / Support / Administration Focus

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 and commissions

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

Candidate No: 37002549

June 2026



Hot Jobs

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Commercial & Residential Property Manager – South East (Cheltenham)

This lovely team is offering a great opportunity to settle in long term with this mixed portfolio of 30 commercial and 130 residential properties – Monday to Friday and a great culture with plenty of support.

Salary: \$100,000 + superannuation

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

Senior Property Manager – South Melbourne

This is an ideal role for a very Senior Property Manager with minimum 10 years experience to join an up and coming independent real estate company. Managing 200 properties with full administration and field services support. Enjoy 2 days a week from home.

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

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

Commercial Leasing / Property Manager – Inner CBD / Inner North

A great opportunity to step into this autonomous role of Commercial Leasing & Property Management. This full-time role will oversee a small commercial portfolio and allow the successful candidate to work autonomously within this well known and highly regarded property group.

Salary: \$100,000 + superannuation

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

Floating Property Manager – Carlton

Not wanting to get tied down to managing the same portfolio day in day out? This role is for someone who enjoys variety and change covering portfolios when property managers are away. Working across 3 offices and one day from home you will be joining a very reputable Melbourne franchise.

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

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

Assistant Property Manager – South East (Moorabbin)

A fantastic opportunity to step into an Assistant role, from Reception or a similar position. As Assistant PM, you will assist two Senior Property Managers and enjoy the mix of office and on the road. A great team and plenty of career opportunity.

Salary: \$60,000 - \$70,000 + superannuation

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

Property Manager – Pascoe Vale

Join this small close knit team in Pascoe Vale and enjoy a 9-5 Monday to Friday only week. Portfolio of only 150 well maintained properties all within close proximity to the office and fantastic support offered.

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

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

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

Commercial Property Manager– South Yarra

This highly reputable independent tier 2 commercial agency is seeking a new Commercial Property Manager to look after 150 local tenancies (mainly retails and office). A very generous salary package is on offer plus comms plus a carpark and one day from home.

Salary: \$100,000 - \$130,000 + superannuation

Contact: Liza Atkins – 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

Senior Property Manager – Inner CBD / Bayside (Brighton)

A beautifully run portfolio, within a boutique gorgeous office and team. This Property Management role is a lovely one – Monday to Friday and very clean portfolio, along with a great team to support this position.

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

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

Senior Property Manager – Inner CBD (Albert Park)

A fantastic opportunity to work with this leading real estate office in a great part of Melbourne's Inner CBD. Working within a well-known and highly regarded office – Monday to Friday with one day from home. Excellent procedures in place along with the most up to date technology.

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

Contact: Amanda Buxton – amanda@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

Property Management Focus – Residential & Commercial

Senior Property Manager – Inner CBD (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 to \$100,000 plus superannuation

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

Department Manager – Property Management (South Yarra)

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

Assistant Property Manager – Inner CBD / Inner North (Clifton Hill)

This newly created opportunity for those seeking a career in property management, would make an ideal start for a receptionist or leasing consultant wanting to step up. With great training in place the role would also suit those working as an Assistant currently. With career opportunity to property management, this team is just lovely.

Salary: \$60,000 - \$70,000 + superannuation

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

Sales / Support / Administration Focus

Commercial Rental Trust Accountant – CBD

Our client is seeking an experienced Commercial Trust Accountant to work alongside another Trust Accountant and oversee the trust for 1500 rental properties. On GOAT with a full handover and induction you can choose your hours!

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

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

Sales Trust Accountant – Docklands

With work from home options and great support, this well-run office provides sales and rental trust support to their clients. Seeking a full-time sales trust accountant to join their friendly and flexible team.

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

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

Sales Consultant – Eastern Suburbs (Mitcham)

This is a great role for an experienced Sales Consultant wanting to join a new team and focus on the investor market. With warm leads, this role will focus on their current clientele of Landlords wanting to sell their properties, so great client focus and communication is key to ensure this role fulfills its potential

Salary: Generous Base + Commission

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

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 - \$100,000 + superannuation

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

Commercial Rental Trust Accountant – CBD

Our client is seeking an experienced Commercial Trust Accountant to work alongside another Trust Accountant and oversee the trust for 1500 rental properties. On GOAT with a full handover and induction you can choose your hours!

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

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

Executive Assistant / Sales Administration – Inner CBD (Hawthorn)

As a high-level EA to two Senior Sales Consultants, 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



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