

July 2026



# Hot Candidates

Real Estate and Property Focus

---

**BUXTON PRATT**  
PROFESSIONAL PLACEMENTS

# Property Management Focus – Residential & Commercial

## **Assistant Commercial Property Manager – CBD / Inner CBD (Hawthorn)**

Having just completed his Bachelor of Property and Real Estate as well as his Agents Rep, our candidate has such a great attitude and some property experience. Ideally looking to move into the commercial property management space, he would make an excellent addition to a commercial property team.

Salary: \$70,000 + superannuation

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

**Candidate No: 36226546**

## **Assistant Commercial Property Manager – CBD & Surrounds**

With a very impressive residential track record, this candidate is now seeking to transition into the exciting commercial arena. Hungry and eager to learn, and be trained and mentored by experienced commercial professionals, he would ideally like to join a tier 1 or 2.

Salary: \$75,000 - \$85,000 + superannuation

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

**Candidate No: 37695479**

## **Senior Property Manager – Bayside (Brighton)**

This candidate has fantastic experience and exceptional customer service with high end property management. Ideally seeking a role with a bit of flexibility / hybrid where she can settle in long term.

Salary: \$90,000 + superannuation

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

**Candidate No: 19197281**

## **Assistant Commercial Property Manager / Reception / Leasing Consultant – Northern Suburbs**

With 10 months experience in leasing and assistant property management under her belt, this candidate is seeking a new opportunity in a similar role and her goal is to be managing her own portfolio within 12 months. Equipped with a wonderful 'can do' attitude she is super eager to learn, be mentored and learn from the best!

Salary: \$60,000 + superannuation

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

**Candidate No: 39999117**

## **Team Leader / Senior Property Manager – North East**

With years of property management experience, our candidate has mentored and managed staff and is keen to secure a new role close to home in Melbourne's North East. He would make a great addition to a successful team.

Salary: \$90,000 + superannuation & commissions

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

**Candidate No: 16242742**

# Property Management Focus – Residential & Commercial

## **Junior Property Manager – Inner East & CBD**

Our candidate has just finished up a 6 year Sales PA / support role and is available to start a new role immediately. She has worked as a Property Manager about 8 years ago so would ideally like a junior property management role, or assistant role to 'find her feet' again and work towards managing a portfolio again.

Salary: \$80,000 + superannuation

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

**Candidate No: 16241952**

## **Property Manager – South East**

Based in Melbourne's South East, our candidate would like to work close to home and settle in long term in a new Property Management role. Great experience and a lovely attitude.

Salary: \$85,000 + superannuation

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

**Candidate No: 39160613**

## **Residential Head of Department – Location Flexible**

If you are looking for a hands on, ultra experience and compassionate head of department, this candidate will surely impress! With over 25 years experience in senior portfolio management, team leading, BDM and head of department she is looking for a new and exciting challenge with a forward thinking company who are all about growth – BDM is a her forte so if you want to get your rent roll up, she is your person.

Salary: \$140,000 + superannuation

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

**Candidate No: 16234870**

## **Assistant Commercial Property Manager – South East / CBD**

With two years commercial property administration experience, our candidate is keen to step into a commercial property management role, starting as an Assistant. Located in Melbourne's South East, a role close to home or in the CBD would be ideal.

Salary: \$80,000 + superannuation

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

**Candidate No: 36065096**

## **Senior Residential Property Manager / BDM – Southeast & Bayside**

This candidate has done it all – Senior portfolio management, sales, BDM, over seeing teams, and she still loves every minute of the Real Estate world! She is open to new roles and keen to hear about anything and everything that could suit her skill set. A great culture and forward thinking office is most important to her, and the people!

Salary: \$100,000 + superannuation

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

**Candidate No: 16241996**

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

**Candidate No: 40586206**

## **Senior Residential Property Manager / BDM – Southeast & Bayside**

This candidate has done it all – Senior portfolio management, sales, BDM, over seeing teams, and she still loves every minute of the Real Estate world! She is open to new roles and keen to hear about anything and everything that could suit her skill set. A great culture and forward thinking office is most important to her, and the people!

Salary: \$100,000 + superannuation

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

**Candidate No: 16241996**

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

**Candidate No: 31239819**

## **Senior Commercial Asset Manager / BDM / Team Leader – Inner City & Surrounds**

This exceptional commercial specialist has just finished up an 8 years tenureship with one of Melbourne's most prestigious tier 1 commercial firms. Overseeing a team, doing the BDM and managing a portfolio saw succeed in wearing many hats! Due to a recent restructure, she is now looking for her next long term senior role, ideally a similar role to what she has been doing.

Salary: \$150,000 + superannuation

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

**Candidate No: 16230019**

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

**Candidate No: 16240287**

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

**Candidate No: 40130286**

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

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

**Candidate No: 40605645**

## **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**

## **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**

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

This lovely and very experienced Senior Property Manager is ideally seeking a new role as a Team Leader or Senior Property Manager, closer to home in Melbourne's Inner West – very happy to travel to South Melbourne / Albert Park area or the Inner CBD / Inner West – great experience and ideally looking for 2 days from home.

Salary: \$95,000 - \$100,000 + superannuation

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

**Candidate No: 31800518**

# Sales / Support / Administration Focus

## **Business Development Manager – North East / Inner North East**

With outstanding experience and longevity in business development, our candidate is seeking a new role, where she can settle in long term. Ideally seeking a very reputable real estate office in the Inner North East / North East.

Salary: \$85,000 + superannuation & commissions

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

**Candidate No: 41296930**

## **Reception / Sales Administration – CBD & Bayside**

This candidate has had extensive experience in Real Estate reception, administration and general support. She is seeking a new role in a vibrant and busy office where she can bring her skill set to a dynamic and fun environment. Proficient in majority of Real Estate software.

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

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

**Candidate No: 35475589**

## **Rental & Sales Trust Accountant – Eastern Suburbs**

This lovely candidate has great all round sales and rental trust accounting experience. Based in Melbourne's East, our candidate is looking for a role three days per week, where she can utilize her skills.

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

**Candidate No: 16236777**

## **Commercial or Residential Trust Accountant – Location Flexible**

Well versed in residential and commercial trust accounting, our candidate is seeking a new challenge in either residential or commercial, or both. She is very familiar with all the main trust accounting systems and is very familiar and experience in all trust functions.

Salary: \$100,000 + superannuation

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

**Candidate No: 16240870**

## **Trust Accountant – South East**

A fantastic candidate with sound trust accounting experience, looking for a new role close to home in Melbourne's South East.

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

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

**Candidate No: 16231863**

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

**Candidate No: 38195084**

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

**Candidate No: 40386263**

### **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**

July 2026



# Hot Jobs

Real Estate and Property Focus

---

**BUXTON PRATT**  
PROFESSIONAL PLACEMENTS

# 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 - \$100,000 + superannuation

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

## **Senior Residential Property Manager – Southbank**

If you love the buzz of the CBD and enjoy managing high end apartment/high rise properties, this one is for you Cars can be provided if you don't have one, or a carpark. Only 140 properties and most are in the one building and have been immaculately managed.

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

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

## **Residential Property Manager – Dorreen**

This lovely boutique real estate agency is seeking a new property manager to join their long standing, close knit team. Salary plus generous commissions, car allowance, phone, laptop and ongoing industry training through a very reputable real estate training organization

**Salary: \$70,000 - \$80,000 + superannuation**

**Contact: Liza Atkins – [liza@buxtonpratt.com.au](mailto: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 - \$110,000 + superannuation

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

# Property Management Focus – Residential & Commercial

## **Senior Residential Property Manager – Southbank**

This role offers it all!! Based in a lovely part of St Kilda road with company cars provided, all the property managers work 2-3 days from home, and no weekends! Fantastic support if offered including administration, leasing and field services – the team is super fun (we know as our past placed candidates tell us!) their ideal candidate will have a strong building and construction background.

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

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

## **Assistant Property Manager – Inner CBD (Collingwood)**

This is a brilliant opportunity for those new to the industry or those looking to step into an Assistant Property Management role. The company offers full training and development with a great, solid team in place. An ideal move with a great company.

Salary: \$70,000 + superannuation

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

## **Relief Residential Property Manager – Carlton**

Are you after variety and constant change of scenery in your next role? Our client had 3 Northern offices and are looking for a relief property manager to cover portfolios when staff are on leave or absent. One day from home and no weekends.

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

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

## **BDM – Eastern Suburbs (Doncaster)**

A team second to none and great opportunity for those who excel in BDM and are looking for a new opportunity. Working alongside and reporting to the Head of Property Management, this role will offer continue development opportunities as well as leads, support and generous commissions.

Salary: \$80,000 - \$110,000 + superannuation

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

## **Residential Property Manager – Armadale**

This property management role is end to end like the good old days, with only 130 properties and administrative assistance. Ideal for the property manager who likes to oversee all parts of the management process and have a more hands on approach.

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

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

# Property Management Focus – Residential & Commercial

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

## **Commercial Property Manager – Hawthorn**

Our client is a reputable long standing commercial agency right in the middle of Hawthorn, seeking an experienced commercial property manager to oversee 160 tenancies that are a mixture of retail and office. One day from home and one of the best incentive schemes in place we have ever heard of!

Salary: \$125,000 - \$130,000 + superannuation

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

## **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)**

## **Commercial Relief Property Manager – CBD**

Like our residential relief role, this is a chance for an experienced commercial property manager to join the team in this newly created position as the relief property manager. Exceptional remuneration is on offer for the successful candidate. Enjoy the mix up and diversity of this role.

Salary: \$130,000 + superannuation + carpark

**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)**

# Property Management Focus – Residential & Commercial

## **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](mailto: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](mailto: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 + superannuation

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

# Sales / Support / Administration Focus

## **Department Manager – Inner CBD (Collingwood)**

Working for a lovely company, this is a role you could easily settle in and grow with long term. The company is a step away from everyday real estate, comprising a solid financial and development component as well. Overseeing this property management department and being very involved in strategic growth.

Salary: \$120,000 + superannuation

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

## **Commercial Trust Accountant – CBD**

This tier 2 independent commercial agency is based right in the heart of the CBD, and they are seeking a 2nd trust accountant to work alongside the current trust accountant and be responsible for 1200 tenancies. Work from home offered 1-2 days and choose your hours.

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

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

## **Compliance Manager – South Yarra**

This newly created role to manage and oversee new compliance legislation will suit a experienced sales PA or sales administrator, wanting to try their hand at something different and work for a top tier Melbourne real estate company.

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

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

## **Facilities Manager – Inner West (Williamstown)**

This role, managing a small team to oversee a government contract of preschools across Victoria, is a fantastic opportunity for those with experience and expertise in Facilities Management. Working with the support of 5 in the team, this role would suit those looking for something a bit different.

Salary: \$120,000 + superannuation

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



**Amanda Buxton**

Director / Senior Consultant  
(Real Estate & Property Focus)  
amanda@buxtonpratt.com.au  
0403 901 013



**Emma Buxton**

Director / Senior Consultant  
(Real Estate & Property Focus)  
emma@buxtonpratt.com.au  
0438 448 806



**Liza Atkins**

Recruitment Consultant  
(Real Estate & Property Focus)  
liza@buxtonpratt.com.au  
0419 338 314