

September 2026



Hot Candidates

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Senior Property Manager – South East / Bayside

This fantastic and highly regarded Senior Property Manager is in the market for a new role in Melbourne's South East or Bayside area. Having come from long standing, sound experience, she would make a great addition to a stable team.

Salary: \$95,000 + superannuation

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

Candidate No: 41781815

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

Candidate No: 16241996

Senior Property Manager – Northern Suburbs / Inner North

With 5 years property management experience, our candidate is ready for her next move to a good company with long term career prospects. Great manner and excellent presentation, our candidate would fit in well with a very good team.

Salary: \$90,000 + superannuation

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

Candidate No: 41765722

Senior Residential Property Manager – Southeast & Bayside

This immaculately presented candidate has done Real Estate Sales, BDM and portfolio management – so she has the sales personality of a BDM and the organization of a property manager! Ideally looking for a new role close to home in Hampton and is ready for an immediate start.

Salary: \$95,000 + superannuation

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

Candidate No: 16242804

Senior Property Manager – Eastern Suburbs

With over 10 years property management experience, our candidate is ideally looking for a new role in Melbourne's Eastern suburbs and comes with a great attitude as well as speaking fluent Mandarin. Has held Team Leader and Senior Property Management positions

Salary: \$100,000 + superannuation

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

Candidate No: 41732846

Property Management Focus – Residential & Commercial

Residential Property Manager / Campaign Manager – West / North

Our candidate has recently been made redundant due to her company selling and is seeking a new property management role in the inner north/west or CBD. She has also done some campaign management and marketing in the past so would also be open to these type of operations / support type roles.

Salary: \$85,000 + superannuation

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

Candidate No: 41120546

Senior Property Manager – Eastern Suburbs

A fantastic property manager with long term experience – over 15 years and such a great attitude and genuine love of the industry. Ideally looking for a new role in Melbourne's Eastern suburbs where she can settle in long term.

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

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

Candidate No: 16240287

Residential Property Manager – East

Our candidate has extensive experience in property management and has just finished up at an agency where she was managing a mixed portfolio of residential and commercial properties as she no longer wants to manage commercial as her strength and passion is in the residential sector – available immediately!

Salary: \$85,000 + superannuation

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

Candidate No: 34978232

Senior Property Manager – Inner CBD (Richmond / Hawthorn)

This lovely and very well presented candidate is in the market for a Senior Property Management position to utilize her sound experience and skills. Ideally seeking a role within the Richmond / Hawthorn pocket, this well presented candidate would make a great fit for any team.

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

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

Candidate No: 28531304

Senior Residential Property Manager – North

Our candidate has over 15 years experience in residential portfolio management.

Salary: \$90,000 + superannuation

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

Candidate No: 34978232

Property Management Focus – Residential & Commercial

Property Manager – North East

With over 4 years experience with leasing and field services, our candidate is in the market for a new role as a Property Manager. Ready to step into this position, this candidate would make a great addition to a team in Melbourne's North East.

Salary: \$75,000 + superannuation

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

Candidate No: 41708603

Residential Property Manager – Point Cook

An absolutely delightful candidate who had to leave her current role to go overseas for an extended amount of time for personal reasons, however has just returned to Australia and is very keen to find her next long term permanent property management role, ideally in the north west of Melbourne.

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

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

Candidate No: 41725737

Senior Commercial Property Manager – North (Location Flexible)

Our candidate has been managing commercial portfolios for over 20 years and is now seeking the security of a permanent long term role as has been temping for this year at various agencies (some for more than a month) which she has enjoyed the variety of different offices but has reached a point where she wants stability and a long term role.

Salary: \$110,000 + superannuation

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

Candidate No: 41108130

Assistant Property Manager / Leasing Consultant – Inner City

Having just relocated from country Victoria where she worked for a well known franchise for 3 years, our lovely candidate seeking a more junior role in the inner city and surrounds so she can develop a better understanding of the Melbourne demographics and areas. She would ideally like to work her way towards becoming a property manager within 12 months.

Salary: \$65,000 + superannuation

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

Candidate No: 41108130

Sales / Support / Administration Focus

Reception / Sales Administration – Inner CBD

This delightful candidate is looking to utilize her 12 months experience in real estate on reception and Administration in a new role where she can settle in long term and focus on sales administration and support. Based in the Inner CBD, our candidate is quite flexible with location and would make a great addition to a successful team.

Salary: \$70,000 + superannuation

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

Candidate No: 41796014

EA / PA / Trust Accountant / Property Manager – Location Flexible

Due to a recent re-structure this candidate has just been made redundant and is seeking a new role in Real Estate and open to considering options in accordance to her experience. She is well versed and experienced in sales, property management, marketing, administration & sales administration.

Salary: \$90,000 + superannuation

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

Candidate No: 41720540

Commercial Administrator – CBD / Bayside / Inner CBD

With 12 months strong commercial administration experience, our candidate is looking for a new role in commercial administration where she can utilize her skills to date and settle in long term – mature attitude and great manner.

Salary: \$90,000 + superannuation

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

Candidate No: 41783740

Sales Trust / Compliance – Inner CBD / Inner East

Our candidate brings with her years of Sales Trust and more recently Compliance experience and would like to bring her skills and experience to a new role in Melbourne's Inner CBD / Inner East area. Fantastic all round knowledge and looking for a full time role.

Salary: \$100,000 + superannuation

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

Candidate No: 16239755

Marketing / Operations Manager – Bayside / Inner CBD

Excellent candidate with high level Marketing / Operations experience within the real estate and property industry, spanning 10 years. Having worked long term for two well known agencies, our candidate is in the market for a new role within Bayside / Inner CBD.

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

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

Candidate No: 20452249

Sales / Support / Administration Focus

Sales EA / Administration – Bayside / South East / Inner CBD

With excellent experience in Sales Administration, EA and Campaign Management, our candidate is in the market to support a busy Director or strong Sales Team – beautifully presented and ideally looking within Bayside, Inner CBD or Inner South East.

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

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

Candidate No: 30490791

Sales Assistant / PA – Manningham

With such a great attitude and over 2 years experience in real estate as a Sales Assistant / PA, our candidate is looking for a role within Manningham, where he can settle in long term and grow into a Sales Consultant. Prepared to put the hard work and hours into a good organization.

Salary: Base Salary + Commission

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

Candidate No: 41669586

Commercial Administration – CBD / Inner CBD / West

Our candidate brings with her over 4 years commercial administration experience within property management and would ideally like a strong administration role with a new company based in the CBD or surrounds. Lovely attitude and strong residential and commercial knowledge.

Salary: \$80,000 + superannuation

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

Candidate No: 41622360

Executive Assistant / Operations – Peninsula

With over three years with the one real estate office, overseeing the Director's campaigns, EA, attending auctions and general operations, our very well presented and efficient candidate, is seeking a similar role along the Peninsula. A great addition and beautifully presented.

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

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

Candidate No: 41838952

September 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

Property Team Assistant (Field Services) / Relief Property Manager – South Yara

In this create role this will be a 90% on the road position mainly assisting the General Manager (who has his own portfolio) with his field work e.g. routines, ingoings and outgoing. You will also be responsible for covering the PMs portfolios (under supervision) when they are on leave.

Salary: \$75,000 + superannuation + FULLY MAINTAINED COMPANY CAR

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

Property Manager – South East (Wheelers Hill)

A lovely boutique office with such long term staff, making a gorgeous culture. This is a great opportunity for an Assistant Property Manager ready to step into a small portfolio and assist the team. Full training and support provided by two Senior Property Managers – such a great opportunity.

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

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

Senior Commercial Property Manager – Oakleigh

This very reputable tier 2 agency well known in the Oakleigh area and surrounding suburbs is looking for a new team member to join the team as a Senior commercial property manager. Portfolio mainly industrial/warehouses 75%, retail 25%. (approx. 120-160 properties) PM Assistant, Trust Accountant, and Facilities Management support.

Salary: \$125,000 + superannuation

Contact: Liza Atkins – 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

Property Management Focus – Residential & Commercial

Senior Property Manager – Property Developer – CBD

An ideal role for those looking for something different and to work with a national development company. With beautiful offices, a very supportive and long term team, this role will oversee a portfolio of the high end developments, within Melbourne's CBD – mainly apartment buildings – Monday to Friday only.

Salary: \$80,000 - \$85,000 + superannuation & monthly bonuses

Contact: Amanda Buxton – amanda@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

Assistant BDM / Property Manager – Inner CBD (South Yarra)

A very well known and high end office is looking for a Property Manager who really enjoys the BDM side to be trained up in Business Development alongside managing a small portfolio – a great opportunity for a dual role with a very good agency.

Salary: \$80,000 + superannuation & commissions

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

Senior Property Manager – Bayside (Brighton)

With a great team, excellent procedures and a lovely office culture, this role would make a very positive move for those looking for a new, friendly work environment. Monday to Friday only - 180 local properties.

Salary: \$90,000 + superannuation

Contact: Amanda Buxton – amanda@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

Property Management Focus – Residential & Commercial

Senior Property Manager – Inner CBD / Bayside (Elwood)

A fantastic and well known, highly regarded real estate group, are looking for a Senior Property Manager to join their successful team. Monday to Friday, 1 day WFH and a great team, approx. 170 local properties.

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

Property Manager – Inner CBD (Williamstown)

A beautiful team and a great culture – a new role for an experienced Property Manager – Monday to Friday only and approx. 160 local properties – beautiful offices, would make a lovely new move.

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

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

Sales / Support / Administration Focus

PA to the Department Head – CBD – Part Time

This role will be supporting the head of department in managing a very high end, executive portfolio which is a mixture of long and short term tenancies. You must be immaculately presented, a fabulous communicator and great relationship building skills. Role can be 3 to 4 days a week.

Salary: \$90,000 + superannuation

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

Campaign Manager – Inner CBD (South Yarra)

A great office and beautiful team – this role will support and work closely with the Sales Team as Campaign Manager – Monday to Friday and long term, fun office culture with up to date procedures and genuine career opportunities.

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

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

Commercial OC Role – Dandenong

Our client is seeking an experienced OCM, preferably with commercial / industrial experience. You must have the desire to maintain strong relationships with committees, contractors, and stakeholders. Majority of AGMs are during business hours (8.30-5pm) and work from home offered 2-3 days permanently weekly. 2-3 days ok WFH weekly.

Salary: \$110,000 + superannuation

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



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