

August 2026



Hot Candidates

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Field Services / Assistant PM / Leasing – Eastern Suburbs

Having completed his Agents Rep, as well as gaining experience in a busy leasing department, our candidate is ideally looking for a Field Services / Leasing role close to home in Melbourne's Eastern Suburbs.

Salary: \$60,000 + superannuation

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

Candidate No: 39663269

Senior Residential Property Manager – Northern Suburbs

Having over 15 years experience in residential portfolio management, specializing in the inner north of Melbourne she is available for an immediate start! Very open to temping initially with the view to go permanent and proficient in all software.

Salary: \$85,000 + superannuation

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

Candidate No: 16242792

Business Development Manager – South East

With over 7 years experience as a successful BDM, our candidate is in the market for a new role, in Melbourne's South East. He brings with him a great, can do attitude and would help ensure the success of a property management team.

Salary: \$85,000 + superannuation & commissions

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

Candidate No: 31755859

Senior Residential Property Manager – South East / Bayside Suburbs

This candidate lives in the inner suburbs, however is happy to travel if 1-2 days working from home is considered. Has had a ten year tenureship with his current employer and now its come for a welcomed change to stay in an industry he loves.

Salary: \$90,000 + superannuation

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

Candidate No: 16236001

Senior Property Manager – South East

With over 8 years Senior Property Management experience with the one company, our candidate is simply looking for a change and new office – ideally looking close to home in Melbourne's South East / Bayside, our candidate would bring a wealth of experience and longevity to a new role.

Salary: \$100,000 + superannuation

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

Candidate No: 40353899

Property Management Focus – Residential & Commercial

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

Candidate No: 31800518

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

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

Candidate No: 36226546

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: \$100,000 + superannuation

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

Candidate No: 19197281

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

Candidate No: 16242742

Property Management Focus – Residential & Commercial

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

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

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

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

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

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

Candidate No: 16241952

Senior Property Manager – Western / Inner West Suburbs

With a lovely attitude and great property management experience, our candidate is looking for a new role, where she can settle in long term. Located in Melbourne's West, our candidate would like to be fairly close to home.

Salary: \$95,000 + superannuation

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

Candidate No: 41512968

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

Candidate No: 16230019

Property Manager – Eastern Suburbs

With 8 months experience as an Assistant Property Manager / Property Manager, our candidate, who speaks fluent Mandarin, is looking for a new position as a Property Manager with a small portfolio to grow. Located in Melbourne's East, our candidate has a great manner and would fit in well with a good agency.

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

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

Candidate No: 41525293

Property Manager – South East

Having recently come into property management after a career in customer service, our candidate has been working this year as a property manager and thoroughly enjoying the role. Ideally seeking a role close to home, where she can continue to grow her career, our candidate is looking for a day from home per week.

Salary: \$85,000 + superannuation

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

Candidate No: 40980982

Property Management Focus – Residential & Commercial

Property Manager – Outer South East

With such a great attitude and looking for a long term career in property management, our candidate brings with him great local knowledge, transferable skills and a genuine love of the industry. Based in the Outer South East, our candidate would like a new role close to home where he can settle in long term.

Salary: \$85,000 + superannuation

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

Candidate No: 38636603

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

Candidate No: 16234870

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

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 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

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

Sales / Support / Administration Focus

Commercial Trust Accountant – South East

With years of commercial and residential trust accounting experience, our candidate is in the market for a new full time Trust Accounting role, close to home in Melbourne's South East. A great attitude and longevity in her roles.

Salary: \$105,000 + superannuation

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

Candidate No: 31755859

Commercial Trust Accountant – Location Flexible

Very well versed in commercial and residential real estate trust accounting, our candidate is available immediately for a temporary assignments or permanent roles – is proficient in GOAT and Cirrus8.

Salary: \$100,000 + superannuation

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

Candidate No: 16239645

Rental and 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

August 2026



Hot Jobs

Real Estate and Property Focus

BUXTON PRATT
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Property Management Focus – Residential & Commercial

Senior Property Manager – Inner North / East (Ivanhoe)

Working for a lovely company, this is a role you could easily settle in and grow with long term. With a portfolio based in Melbourne's Bayside, this position offers two to three days work from home – Monday to Friday – 180 properties with lots of support.

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

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

Senior Property Manager – South Melbourne

Excellent opportunity for a senior Property Manager to step up into the development space and have 2-3 days from home managing their portfolio with all the support in the world!! Carpark provided and excellent incentives.

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

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

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

Senior Property Manager – Mentone

Join a nice small close knit team in the heart of Mentone. 180 properties with administration and leasing support. 1-2 days from home after probation and Monday to Friday only.

Salary: \$95,000 + superannuation + incentives

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

Permanent Relief Residential Property Manager – Carlton

If you like the variety of working on different portfolios when staff are away or on leave, this role is perfect for you. 1 day from home and enjoy the change of scenery of working across three offices.

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

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

Property Management Focus – Residential & Commercial

Assistant Commercial Property Manager – Inner CBD (Caulfield)

A great opportunity to move across to Commercial Property Management, with this newly created role of Commercial Administrator / Assistant Property Manager. Great team and generous training provided.

Salary: \$80,000 + superannuation

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

Commercial Property Manager – Hawthorn

Manage a portfolio of 180 tenancies that are a mixture of retail and office in the lovely local area of Hawthorn. 1-2 days from home and excellent incentive scheme in addition to base, plus carpark.

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

Contact: Liza Atkins – 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

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

Senior Property Manager – Eastern Suburbs (Doncaster)

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 – 1 Day WFH. 140 local properties.

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

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 - \$100,000 + superannuation

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

Commercial Trust Accountant – CBD

This is a second Trust Accountant role, so you always have someone to back you up. Our client would consider a residential trust accountant that wants to transition to Commercial. 1-2 days from home.

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

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

Executive Assistant – Inner South East (Glen Iris)

As EA to this very busy and successful Director, this role is provided with plenty of variety and challenge to keep you busy working for some of Melbourne's premier properties. Monday to Friday.

Salary: \$80,000 - \$100,000 + superannuation

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

Commercial Receptionist – Hawthorn (12 Month Contract)

No Real Estate experience necessary, just previous front of house / reception experience in a past role, immaculate presentation and an excellent phone manner and customer service.

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

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



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