

October 2026



Hot Candidates

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Senior Property Manager – CBD / Inner CBD – Fluent in Mandarin

With over 6 years property management experience in Melbourne and Sydney's CBD and Inner CBD, this candidate has a fantastic attitude and would ideally like a new role from early November within the CBD or surrounds.

Salary: \$90,000 + superannuation

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

Candidate No: 42113962

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 – Inner CBD (Port Melbourne)

This fantastic and extremely experienced Property Manager, is in the market for a new role, close to home in Melbourne's Inner CBD / Bayside Area. Bringing her high level experience to a new role, this candidate would be a great addition to any team, with her lovely attitude.

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

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

Candidate No: 16234303

Residential Property Manager – Bentleigh

Our candidate has extensive experience in property management, trust accounting, office management and administration support. She has recently finished up a role so is available immediately and is open to all roles that suit her experience and skill set that are relatively close to home and would prefer a team on the smaller side.

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

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

Candidate No: 41720540

Senior Property Manager / BDM – Western Suburbs

With over 5 years experience, covering Senior Property Management, Team Leader and BDM, this candidate is ideally looking for a new role in Melbourne's Western suburbs, where she can settle in long term and bring her very good experience to a new company as a Senior Property Manager and / or BDM.

Salary: \$95,000 + superannuation

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

Candidate No: 36616811

Property Management Focus – Residential & Commercial

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 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 Commercial Property Manager – North (Location Flexible)

Our candidate has been in the same role in a tier one agency for over 6 years and due to a recent restructure is seeking new opportunities and ideally in a smaller tier 2 or 3 agency. Buxton Pratt placed her in a tier 2 agency 12 years ago before her current role and the feedback was excellent (references on file and available by request).

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

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

Candidate No: 16229921

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

Commercial Property Manager – Geelong

This Senior Property Manager with 6+ years' experience across residential and commercial property management is currently independently managing approximately 80 commercial properties alongside approximately 110 residential properties. She now wants to focus purely on commercial and join a commercial only agency in the western suburbs or CBD.

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

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

Candidate No: 42065514

Property Management Focus – Residential & Commercial

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

Residential Senior Property Manager / Team Leader – West & CBD

Our candidate has extensive experience in residential portfolio management, compliance, recruiting new staff and overseeing more junior property managers. She would ideally love a senior role, preferable as a Team Leader where she can train, mentor and share her knowledge with other staff and potentially manage a small team in conjunction with overseeing a portfolio.

Salary: \$90,000 + superannuation

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

Candidate No: 41108130

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 - Albert Park

Our candidate has been with the same agency for 5 years and due to a recent relocation, is looking for a new opportunity close to home (Albert Park). With over 16 years experience and having represented some of Melbourne's most prestigious top end agencies, she would be an asset to any team and hit the ground running.

Salary: \$90,000 + superannuation

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

Candidate No: 16236001

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

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

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

Sales / Support / Administration Focus

Operations / General Manager / Project Management – CBD / Inner CBD

With amazing experience at some of Melbourne's leading real estates Head Offices / Corporates, our candidate is looking to utilize her skills with a new challenge. Able to move ahead in an Operations / GM or Project Management role, this candidate brings with her an outstanding, friendly, can do attitude and really solid experience.

Salary: \$140,000 - \$150,000 + superannuation

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

Candidate No: 16234766

Sales PA / Administrator – West

This candidate has been referred to us by one of our clients that regrettably had to make a few staff members redundant. They have recommended her so highly in terms of her ability to manage all sales administration from the listing all the way through to sale. Excellent verbal and written communication skills and an upbeat, very positive attitude.

Salary: \$85,000 + superannuation

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

Candidate No: 16242704

Marketing Manager – CBD / Inner CBD

With fantastic experience in project marketing as well as general property marketing for both residential and commercial property, this candidate brings with her an excellent attitude, beautiful presentation and sound marketing experience. Ideally looking for a new role as Marketing Manager / Project Marketing within Melbourne's CBD or Inner CBD.

Salary: \$120,000 - \$130,000 + superannuation

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

Candidate No: 16623763

Sales Administration / PA – Inner North / Northern Suburbs / CBD

Beautifully presented and coming from over 2 years experience in residential real estate, as a Sales Consultant and PA, our candidate is looking for a new position close to home in Melbourne's North, where she can settle in long term and concentrate on supporting a team – Monday to Friday.

Salary: \$70,000 + superannuation

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

Candidate No: 36469850

Campaign Manager – CBD / Inner Bayside / Inner CBD

A fantastic candidate, coming from four years Campaign Management experience with one of Melbourne's most prestigious agency's. Ideally looking for a similar role close to home in Melbourne's Inner CBD / Inner Bayside area.

Salary: \$90,000 + superannuation

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

Candidate No: 41996802

Sales / Support / Administration Focus

Commercial Administration / Assistant Asset Manager – CBD / Inner CBD / Bayside – Four Days Per Week

An absolutely lovely candidate with over 15 years commercial asset management and administration experience. Ideally seeking to utilize her experience four days per week – Monday to Thursday in this space.

Salary: \$100,000 + superannuation (pro rata for four days)

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

Candidate No: 16241882

Campaign Manager / Marketing / Sales Administrator – Bayside

Beautifully presented and with almost 20 years of campaign and high level EA and sales administration experience, our candidate is in the market for a new role in Bayside. With an exceptional work ethic and great relations with clients, this team player would have any office running exceptionally well.

Salary: \$100,000 + superannuation

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

Candidate No: 16241775

Company Accountant – CBD / Bayside / Inner CBD / South East

With years of experience as a Company Accountant of this well known Inner CBD property firm, our candidate is looking for a new position either within the CBD or the Bayside / South East area. A lovely manner and all round experience in general accounts and trust accounting, this candidate would make a worthwhile addition to a successful office.

Salary: \$110,000 + superannuation

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

Candidate No: 17627524

Executive Assistant / Sales PA – Bayside / Inner CBD

A fantastic candidate with a can do attitude and excellent experience in high end residential sales as well as sales support. Highly effective with clients and can run the sales campaign easily. Ideal location would be Inner CBD or Bayside.

Salary: \$90,000 + superannuation & commissions

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

Candidate No: 39359186

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

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

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: Negotiable

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 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

Sales / Support / Administration Focus

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

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

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

October 2026



Hot Jobs

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Senior Property Manager – Inner CBD (South Yarra)

Could not find a more lovely more high-end office in a great location – ideal property management role – 140 local properties, fantastic team and work from home availability too.

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

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

Residential Property Manager – Preston

Representing one of Melbourne's most reputable and prestigious Eastern franchise groups, this is a great opportunity for an experienced property manager to join a long standing, close knit team and take over an impeccable portfolio. Only 150 properties, car park provided and receive the entire letting fee for all new business brought on.

Salary: \$90,000 + superannuation + 100% of letting fee for all new business!

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

Senior Property Manager – Inner West (Williamstown)

Based in a lovely part of Melbourne's Inner CBD, this company is known for it's beautiful and friendly work environment. Needing a Senior Property Manager to join their team, the role is offered Monday to Friday with plenty of support.

Salary: \$85,000 - \$95,000 + superannuation

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

Residential Property Manager – Ivanhoe

This lovely boutique agency are the leaders in the Inner North! Due to a staff member going on maternity leave, this opening has become available (however please note this is a permanent role, not 12 month contract). Portfolio will be left in extremely good condition and one day allowed from home.

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

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

Property Management Focus – Residential & Commercial

Residential Property Manager – Hampton

This small close-knit team are seeking a new Property Manager to take on 160 properties with fantastic support in place. They allow their staff great flexibility including one day from home to start with, possible a 2nd down the track. Will pay a premium salary for the right candidate.

Salary: Up to \$100,000 + superannuation + incentives

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

Senior Property Manager – Inner North

Monday to Friday, with a long term, lovely team and a beautifully run portfolio. Excellent opportunity with this boutique office to really settle in and enjoy a fantastic work environment.

Salary: \$90,000 + 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

Senior Property Manager – Inner North – Part Time – 30 Hours Per Week

A fantastic and rare opportunity to work on a part time basis in property management – overseeing a small, local portfolio, this role would be offered 4 days per week or 5 days with shorter hours, depending upon the candidates requirements – lovely team.

Salary: \$85,000 - \$90,000 + superannuation – pro rata

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

Property Management Focus – Residential & Commercial

Senior Commercial Property Manager – South Yarra

This is a newly created position due to this agencies excellent growth over the past 12 months so portfolio at this stage is only 80 tenancies (will be capped at 150) mixture of mainly office and retail in the CBD and city skirts. Excellent remuneration plus incentives and a designated off street carspot.

Salary: \$140,000 + superannuation

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

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

Senior Executive Property Manager – 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 - \$95,000 + superannuation

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

Assistant Property Manager / Property Manager – Inner CBD (Armadale)

This is a brilliant opportunity for those new to the industry or those looking to step up from an Assistant Property Management role and take the next step. The company offers full training and development with a great, solid team in place. This will allow you to manage your own portfolio with a great company.

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

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

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 - \$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

Sales / Support / Administration Focus

Marketing Manager – Inner CBD (South Yarra)

A great office and beautiful team – this role will support and work closely with the Sales Team as Marketing 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



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