November 2026



Hot Candidates

Real Estate and Property Focus

BUXTON PRATT
PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Senior Property Manager / Senior PA / Administration – Peninsula / Bayside
With years of Senior Property Management experience along with a great attitude and excellent presentation, our candidate is looking for a long term role along the Peninsula / Bayside area – our candidate is experienced in Senior PM and would also be happy to look at a strong Administration or PA role, to utilize her real estate knowledge.
Salary: $100,000 + superannuation
Contact: Amanda Buxton – amanda@buxtonpratt.com.au
Candidate No: 16232134

Senior Property Manager – Inner north
With 5 years experience under his belt, our candidate is seeking a new property management role in the northern suburbs within a great tram. He is available immediately after just returning from extensive travel and can temp or go straight into a permanent role.
Salary: $85,000 + superannuation
Contact: Liza Atkins – liza@buxtonpratt.com.au
Candidate No: 42288636

Leasing Manager – Inner CBD / Inner North / North West
With four years real estate experience at the one company, our candidate is looking for a new role as Leasing Manager. A great attitude and friendly demeanor, this candidate has great experience and ready to jump straight into a Leasing role.
Salary: $75,000 package
Contact: Amanda Buxton – amanda@buxtonpratt.com.au
Candidate No: 27570226

Senior Residential Property Manager – Bayside / Inner South East / CBD
Our candidate has more than 15 years experience in property management and can do it all (BDM / Trust and management). Buxton Pratt have exclusively placed her in the past and the feedback has been outstanding. Very capable of managing a high volume portfolio with support. A great communicator and excellent property manager, presented immaculately.
Salary: $95,000 + superannuation
Contact: Liza Atkins – liza@buxtonpratt.com.au
Candidate No: 16234269

Senior Property Manager – Inner CBD
A fantastic candidate, with long term experience as a Senior Property Manager and Team Leader, very keen to find a role within the Inner CBD, as he is based around Richmond. Lovely attitude and great client service, this candidate would fit in with a successful team very well.
Salary: $100,000 + superannuation
Contact: Amanda Buxton – amanda@buxtonpratt.com.au
Candidate No: 33750475

Property Management Focus – Residential & Commercial

Senior Residential Property Manager – Inner North / East
Residing in Northcote, our candidate has just returned from a year working abroad (in Real Estate) and has more than 20 years experience in residential property management. Prefers more of the 'old school' approach however also very experienced using all the latest systems and technology. Available for an immediate start.
Salary: $90,000 + superannuation
Contact: Liza Atkins – liza@buxtonpratt.com.au
Candidate No: 16961107

Senior Property Manager – Western / Inner West and CBD
Great experience and fantastic attitude, our candidate has shown longevity in his Senior Property Management roles. Ideally looking for a new role close to the Inner West, with one day from home.
Salary - $95,000 to $100,000 + superannuation
Contact Amanda Buxton – amanda@buxtonpratt.com.au
Candidate No: 42387192

Senior Residential Property Manager – Templestowe
Our candidate is looking for a new senior property management role after been in the same role for nearly 7 years. Due to a recent relocation he now wants to be working in the Northeast. With over 15 years experience all up he will have no issues hitting the ground running!
Salary: $90,000 + superannuation
Contact: Liza Atkins – liza@buxtonpratt.com.au
Candidate No: 16240531

Senior Property Manager – South East
With years of Senior Property Management experience and a lovely, friendly manner, our candidate is looking for a new long term role with a professional residential real estate office, to utilize her vast experience.
Salary: $90,000 - $95,000 + superannuation
Contact: Amanda Buxton – amanda@buxtonpratt.com.au
Candidate No: 16237174

Residential Property Manager – Inner East / North
Our candidate is a very ambitious young man who has been working as a Property Manager for nearly 4 years. He is seeking a new opportunity as a Property Manager close to home in Inner North. Would prefer a team on the bigger side as is very keen to work his way up to more senior property management roles.
Salary: $80,000 - $85,000 + superannuation
Contact: Liza Atkins – liza@buxtonpratt.com.au
Candidate No: 37347744

Property Management Focus – Residential & Commercial

Assistant Commercial Property Manager – Inner CBD / CBD
With a couple of years of commercial and residential experience in leasing, sales and leasing and property management, our candidate is enthusiastic to really start his commercial property career with a professional company. Ideally looking for an Assistant Commercial PM or Assistant Sales and Leasing role, our candidate would be a good and rare find.
Salary: $70,000 + superannuation
Contact: Amanda Buxton – amanda@buxtonpratt.com.au
Candidate No: 40394221

Commercial Property Management Assistant – Location Flexible
With ample residential experience under her belt at a senior level, our candidate is now looking to enter the exciting world of commercial real estate – as an assistant or junior property management. She has a personality much more suited to the commercial arena and has always had a very keen interest in making the transition, and now is the time!
Salary: $85,000 + superannuation
Contact: Liza Atkins – liza@buxtonpratt.com.au
Candidate No: 42058178

Commercial Property Manager – Inner CBD / Inner North
With a lovely manner and some great commercial and facilities experience in Melbourne, our candidate is looking for his next move. With a calm and professional manner, this candidate would make a great addition to a professional commercial team.
Salary: $100,000 + superannuation
Contact: Amanda Buxton – amanda@buxtonpratt.com.au
Candidate No: 38089156

Commercial Property Manager – Location Flexible
Our candidate has two years experience in commercial and prior to that, almost 20 years in residential. She finished up in her current role just recently as it was a small firm as now she is wanting to join a tier 1 or 2 commercial only with a big team and lots of commercial professionals to learn from.
Salary: $110,000 + superannuation
Contact: Liza Atkins – liza@buxtonpratt.com.au
Candidate No: 16237065

Senior Property Manager – South East
With over 12 years experience in Senior Property Management, our candidate has an absolute love of providing exceptional customer service and building relationships to ensure a smooth portfolio – ideally looking for a new role in Melbourne's South East where she can settle in long term.
Salary: $100,000 + superannuation
Contact: Amanda Buxton – amanda@buxtonpratt.com.au
Candidate No: 42365515

Property Management Focus – Residential & Commercial

Commercial Property Manager – Southeast / Bayside
This lovely candidate has 15 years experience as a Commercial Property Manager (her last role she was there for 9 years!). After wanting to try something a little different she has not decided her passion and love is working as a Commercial Property Manger so looking for a new role, ideally close to home in the outer southeast. Excellent experience.
Salary: $110,000 - $120,000 + superannuation
Contact: Liza Atkins – liza@buxtonpratt.com.au
Candidate No: 16235712

Commercial Property Manager – South East
With years of commercial and asset management experience and a great attitude, our candidate is looking to cement this experience with a new role, in Melbourne's South East.
Salary: $120,000 + superannuation
Contact: Amanda Buxton – amanda@buxtonpratt.com.au
Candidate No: 16235712

Team Leader / Head of Department / Operations – Bayside / South East
Our candidate is seeking a senior role as a Team Leader or HOD as this is what she has been doing the last 8 years. She is happy to manage a small portfolio in conjunction with taking on a management position and has a lot of knowledge and experience to share with a new team. Happy to do temping as a Property Manager whilst looking for the perfect role.
Salary: $110,000 + superannuation
Contact: Liza Atkins – liza@buxtonpratt.com.au
Candidate No: 42422980

Assistant Property Manager – Inner CBD
With a lovely attitude and some real estate experience on the sales administration side, our candidate is very keen to move into Property Management and feels an Assistant role would be ideal, so that she can grow with a good company.
Salary: $70,000 + superannuation
Contact: Amanda Buxton – amanda@buxtonpratt.com.au
Candidate No: 42197025

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

Property Management Focus – Residential & Commercial

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

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

Assistant Property Manager – CBD / Inner CBD
With 18 months experience as an Assistant Property Manager in Melbourne's Eastern suburbs, our candidate, based in Southbank is in the market for a new role as an Assistant Property Manager or Junior Property Manager. Speaking Mandarin, this candidate's experience and attitude would suit a CBD or Inner CBD based real estate office very well.
Salary: $70,000 + superannuation
Contact: Amanda Buxton – amanda@buxtonpratt.com.au
Candidate No: 41776274

Sales / Support / Administration Focus

Marketing Manager – Inner CBD / Inner South East / Bayside
With years of Marketing experience, within the real estate experience, our candidate would be such a strong asset to a successful real estate office wanting to excel in their Marketing and Brand Management.
Salary - $110,000 to $120,000 + superannuation
Contact Amanda Buxton – amanda@buxtonpratt.com.au
Candidate No: 20452249

Sales / Property Management Administrator – School Hours – South East
Our candidate based in Melbourne's South East is ideally looking for a new role where she can utilize her administration experience in a part time capacity. With excellent knowledge of residential and commercial administration, this candidate would be very worthwhile to a great team.
Salary: $90,000 + superannuation pro rata
Contact: Amanda Buxton – amanda@buxtonpratt.com.au
Candidate No: 19030449

Campaign Manager / Sales Administration – Inner CBD / Inner East – Part Time
Our candidate brings with her fantastic efficiency and expertise in Campaign Management and general Real Estate administration – ideally looking for a role four days per week – shorter hours to utilize her extensive experience with a good company in Melbourne's Inner CBD / Inner East.
Salary: $100,000 + superannuation (pro rata)
Contact: Amanda Buxton – amanda@buxtonpratt.com.au
Candidate No: 41297407

Operations / Executive Assistant – Inner North / Northern / North West
Our candidate comes from exceptional experience and has such a lovely attitude. Ideally looking for something in the Inner North / North area, to utilize her skills and experience, in Operations Management and EA within real estate.
Salary: $100,000 + superannuation
Contact: Amanda Buxton – amanda@buxtonpratt.com.au
Candidate No: 16239463

Sales Administration / PA / Campaign Management – Bayside / Inner South East
With excellent experience, beautiful presentation and a great attitude, our candidate would like to put her knowledge of campaign management and strong sales and PA experience, to good use in a new role within Bayside / South East.
Salary: $90,000 + superannuation
Contact: Amanda Buxton – amanda@buxtonpratt.com.au
Candidate No: 16473417

Sales / Support / Administration Focus

Operations / General Manager / Project Management
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

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

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

Sales / Support / Administration Focus

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

November 2026



Hot Jobs

Real Estate and Property Focus

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PROFESSIONAL PLACEMENTS

Property Management Focus – Residential & Commercial

Senior Property Manager – Inner CBD (South Yarra / Armadale)
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. Monday to Friday Only.
Salary: $90,000 - $100,000 + superannuation
Contact: Amanda Buxton – amanda@buxtonpratt.com.au

Commercial Property Manager / Business Development Manager – CBD
Fabulous opportunity for an experienced Commercial Property Manager to manage a small commercial portfolio as well as focusing on growing the business. Someone who enjoys the buzz of listing new properties would be an ideal fit for our client. Car park included.
Salary: $100,000 + superannuation + incentives
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 its 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 – Preston
Step into a very well managed portfolio of local properties around the inner north. Great support is provided within this very friendly office and if you bring on any new business, enjoy the whole100% of the letting fee!
Salary: $90,000 + superannuation + incentives
Contact: Liza Atkins – liza@buxtonpratt.com.au

Leasing Consultant / BDM – Inner CBD (Armadale)
For those property managers who really enjoy the leasing and BDM side, this role would be ideal. With a lovely, high-end company, the position would suit those with experience in the Stonnington market, looking for a new opportunity. A great team, beautiful offices and generous remuneration and commissions.
Salary: $80,000 + superannuation & commissions
Contact: Amanda Buxton – amanda@buxtonpratt.com.au

Relief Residential Property Manager – Carlton
If you are looking for bit more variety in your 'day to day' work as a Property Manager then this role would suit you to a tee! Cover portfolios when staff are away/on leave. Portfolios sit at around 170 properties with full leasing, administration and filed services support.
Salary: $90,000 - $100,000 + superannuation
Contact: Liza Atkins – liza@buxtonpratt.com.au

Property Management Focus – Residential & Commercial

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 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 Property Manager – Eastern Suburbs (Manningham)
A lovely team and a successful company requires an experienced Senior Property Manager for a portfolio of around 150 local properties. Monday to Friday only and fluency in Mandarin would be highly regarded.
Salary: $90,000 - $100,000 + 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

Commercial Property Manager – Part Time – 1- 2 Days P / W
A rare and exciting opportunity, based in South Melbourne for an experienced Commercial Property Manager to manage a small portfolio of properties for this boutique commercial firm. Hours may grow as the portfolio grows, so a good opportunity to work part time.
Salary: $120,000 + superannuation pro rata
Contact: Amanda Buxton – amanda@buxtonpratt.com.au

Property Manager – Inner CBD (Armadale)
This is a brilliant opportunity for 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: $80,000 + superannuation
Contact: Amanda Buxton – amanda@buxtonpratt.com.au

Property Management Focus – Residential & Commercial

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 - $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 – Docklands
Lovely team and great culture – Monday to Friday only and flexibility to work from home. Car Park provided.
Salary: $85,000 - $90,000 + superannuation
Contact: Amanda Buxton – amanda@buxtonpratt.com.au

Sales / Support / Administration Focus

Operations Manager – Eastern Suburbs (Croydon)

A great opportunity to utilize your Office Management experience within real estate in this varied role – Monday to Friday, covering general day to day running of the office and overseeing IT, HR and Recruitment and Operations.

Salary: $100,000 - $105,000 + superannuation

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

Campaign Manager – Inner CBD (Caulfield)

A great opportunity to work on a part-time basis as Campaign Manager and support this small and successful sales team. Flexible hours and days will be provided and sound campaign management and sales administration experience essential.

Salary: $90,000 + superannuation pro rata

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



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