



Week Commencing Monday 1 November 2010

HOT CANDIDATES – PERMANENT

ASSISTANT DEVELOPMENT PROJECT MANAGER

Highly motivated and dedicated in Business Development with a proven track record across a range of industries, including Property, Construction, Fitness and Project Management. Just completed a Diploma in Project Management and looking to make a move into Developments – 7 years property industry experience. (Candidate No: 1005117). Contact Tricia Crofts – tricia@buxtonpratt.com.au

VALUER

Experienced in making high level business management decisions with excellent communication and negotiation skills – Looking to make a move into valuations – experienced and just completed Bachelor of Business – Property – Valuations. (Candidate No: 1006604). Contact Tricia Crofts – tricia@buxtonpratt.com.au

RECEPTIONIST

With a long term view to becoming a Property Manager – this candidate has six months experience working as a Receptionist /Property Management Administration Assistant with a busy Real Estate Agency and is looking for the same with career prospects. Willing, enthusiastic and eager – she is ready for an immediate start. (Candidate No: 1006357). Contact Tricia Crofts – tricia@buxtonpratt.com.au

PROPERTY MANAGER

Mature minded lady with two years property management experience apparently just “puts her head down and does the job very well. Professional and focused”. Our candidate is looking for a property management position with a professional company in Melbourne’s eastern suburbs. (Candidate no. 1006717). Contact Emma Buxton – emma@buxtonpratt.com.au

ADVERTISING COORDINATOR / SALES SUPPORT

This extremely professional and friendly candidate has worked with the one real estate agent for four years managing all company advertising and marketing. According to her boss she is exceptional. Having just moved to Melbourne from Queensland she is available immediately and ideally looking around the bayside, south eastern, inner eastern or CBD areas. (Candidate no.: 1006714). Contact Emma Buxton – emma@buxtonpratt.com.au

COMMERCIAL PROPERTY MANAGER

This candidate brings nearly eight years commercial management experience. She is extremely loyal and hardworking and is ready to take the next step in her career. She is ideally looking for a Commercial Property Management position with a middle tier agency anywhere in Melbourne. (Candidate no. 1005112). Contact Emma Buxton – emma@buxtonpratt.com.au

PART TIME PROPERTY MANAGER

This extremely focused and professional candidate is looking to utilize her property management experience and gain a position ideally two days a week, with the view to full time next year. Located in Melbourne’s western suburbs, she is available immediately. (Candidate no. 1006570). Contact Emma Buxton – emma@buxtonpratt.com.au

Did you know?

WHAT’S ON IN NOVEMBER

2010 INTERNATIONAL CHAMBERS OF COMMERCE WORLD CUP SOCCER TOURNAMENT

Friday 12th November 2010



Football Development Australia in cooperation with many International Chambers of Commerce is giving 32 corporate teams in Melbourne the opportunity to represent their country in the 2010 International Chambers of Commerce World Cup soccer tournament.

The winners will lift an exact replica of the FIFA World Cup trophy following the tournament final. Participants will gather to network & celebrate at the event after party in St Kilda.

The World Cup event in Albert Park will provide a truly unique business networking opportunity for all chambers, members and corporate teams.

Albert Park, Melbourne, Victoria. Telephone: 02 90245122

EMIRATES STAKES DAY

Saturday 6th November 2010
9:00 am - 6:00 pm

The Melbourne Cup Carnival concludes its festivities with Emirates Stakes Day.

The Carnival’s “Family Day” features two Group 1 classics - Victoria’s premier 1600m event, the \$1,005,000 Emirates Stakes and the weight for age sprint, the \$502,500 1200m Patinack Farm Classic.

PROPERTY MANAGER

This highly skilled and experienced Property Manager is looking for a new opportunity with a professional real estate company in Melbourne's northern or western suburbs. She brings 11 years experience in real estate, predominantly in property management and has outstanding references. (Candidate no. 1005707). Contact Emma Buxton – emma@buxtonpratt.com.au

Many more candidates available for interview now.

HOT CANDIDATES – TEMPORARY/CONTRACT

Buxton Pratt Consulting currently have numerous real estate focused temps registered and ready to assist you today for short or long terms assignments throughout Melbourne.

RESIDENTIAL PROPERTY MANAGER

Do you need a temp but for a few hours each day? Then we have just the person for you! Our candidate is able to work school hours (9.30am – 2.30pm) each day Monday to Friday and is able to take on anything from Residential Property Management to Reception. Having her Agents Rep and a strong knowledge of Macpro keeps this temp in demand. CBD or Inner City locations preferred. (Candidate Number: 1001037)

RECEPTIONIST

This temp has a sunny outlook, good presentation and really enjoys being the 'director of first impressions'. As an experienced receptionist this candidate enjoys meeting and greeting clients and manages any switchboard with ease. Available for an immediate start get in early to book this temp today. (Candidate Number: 1006730)

COMMERCIAL PROPERTY MANAGER

This commercial manager comes with a wealth of experience managing portfolios for high end clients. Having travelled and worked in London for a very prestigious commercial group this candidate is now back in Melbourne and looking for work. Experience in acquisitions, commercial property management and retail leasing makes this temp very appealing. (Candidate Number: 1006431)

COMMERCIAL PROPERTY MANAGER/RETAIL/CENTRE MANAGEMENT

This fully licensed agent has experience in the commercial sector, retail management and centre management and is confident using software packages Macpro & MRI. Based in the Inner East this candidate is looking to temp for a while before committing to her next permanent position. If you would like to take advantage of this temp's industry experience call us today. (Candidate Number: 1006626)

BOOKKEEPER, OFFICE ALL ROUNDER

This versatile candidate has a wide and varied skill set including: administration, bookkeeping, office manager and valuations. With knowledge of Quickbooks, MYOB & all Microsoft programs this temp is able to assist your team with accounts payable, accounts receivable, payroll and general office duties. (Candidate Number: 1006686)

RESIDENTIAL PROPERTY MANAGER

This candidate has had nothing but positive feedback from all her temp assignments. Having had over six years of experience as a residential property manager this temp has a 'can do' attitude and has been able to assist many clients who have needed help getting their portfolio's up to date. Skilled using Macpro, Tenacity & Console makes this candidate easy to place. She is currently seeking her next temping opportunity. (Candidate Number: 1001304)

If you are interested in any of the temp candidates above to assist you, please contact Fiona fiona@buxtonpratt.com.au

The meeting has a pleasant and relaxed atmosphere and features Emirates Stakes Day Fashions on the Field for children. The official flower for Emirates Stakes Day is the Red Rose.

The final day of the Carnival sees fashion at its most relaxed. For some, it is the day to deck out the tots in the latest junior fashions, for others this is simply a day to have fun.

YARRA VALLEY ON THE PALATE

Sunday 14th November 2010
10am to 5pm



Held on the lawns at the Yarra Glen racecourse, Yarra Valley On the Palate is the "must do" event in the Yarra Valley in November, it features a full day of the Valley's finest food and wine together with a busy programme of activities all at one centralised location.

Featuring celebrity Chef, Gabriel Gate, preparing amazing meals using local produce. Learn from wine industry commentators and wine tasting sessions. Food and wine matching, meet the winemakers, brewers and cider makers of the Yarra Valley or relax on the lawn listening to Tom Tuena and Friends. Tickets \$25 head.

Yarra Glen Racecourse, Armstrong Grove, Yarra Glen Victoria.
Telephone: 03 9730 2800

SEEING EYE DOGS AUSTRALIA OPEN DAY

Sunday 21 November, 11am - 3pm



Seeing Eye Dogs Australia (SEDA) is preparing for a pawfect Open Day at its headquarters in Kensington.

Everyone is invited to come along and witness firsthand the important work SEDA does and the amazing difference that Seeing Eye Dogs make to people's lives. The day promises to be action packed with

RECENT APPOINTMENTS

Manager Finance and Administrator – South East
Property Manager – Bayside
Receptionist – Inner City
Advertising Coordinator/Sales Secretary - Bayside
Receptionist – Inner East
Leasing Coordinator – North East Suburbs
Head of Department – South East
BDM/Property Manager – Eastern
Office Manager/PA – South East
Property Manager – South East

For more information regarding the above appointments or average Real Estate/Property salaries, please contact one of our Consultants.

lots of activities and attractions to entertain the whole family.

There will be dog demonstrations, vet health checks, entertainment, food, and Eadie the Trick Dog will showcase her amazing talent. Best of all, SEDA's special 50th Anniversary Golden Litter of seven-week old pups will be on show in the breeding centre.

17 Barrett Street, Kensington Victoria
3031, Telephone: 1300 84 74 66

Source: www.onlymelbourne.com.au

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