



Executive Personal Concierge

A Personal Assistant & Concierge Service.

Executive Personal Concierge will help you manage your time so that you can focus on what you need to do the most.

EPC can be your personal assistant, your concierge that takes some of the stress out of busy people's lives. It could be as simple as buying a special gift for someone, then gift wrapping it beautifully then delivering it for you, or it could be greeting someone at the airport.

We tailor our services to meet the needs of our clients and deliver something, which enables our clients, the luxury of extra time.

You can be in two places at once with a little help from EPC, the most specialised concierge and Lifestyle Management service in Melbourne.

Executive Personal Concierge is committed to helping you balance life's demands by making your to do list our top priority.

Whether you need a one-time errand.
Recurring assistance.
Or are simply in need of a professional referral.

We stop at nothing to ensure your absolute satisfaction!
Discounted time packages and competitive rates keep our clients coming back for more.



The Gift of Time

EPC is a professional lifestyle company delivering excellence, peace of mind and confidence for our clients. Our business is to serve you well to ensure you can focus on what is most important to you.

We understand time is a precious commodity for the professionals we support therefore it is imperative to the team at EPC to ensure our client's expectations are met in the services we provide for them.

EPC and our affiliates will efficiently attend to your day-to-day 'to do list' allowing you the time to focus on the more important aspects of your life.

Not enough hours in the day?
Let EPC organise, arrange, coordinate, and assist you with all those details - exactly to your specifications and preferences.

Contact EPC to discuss our Lifestyle Management Services which provide you with 'TIME' to do the things you want to.



Executive Personal Concierge



EPC Services:

Corporate Concierge

We understand that your time is valuable. Our goal is to assist you.

- Events and venue bookings for meetings and functions
- Source corporate gifts and deliver
- Run errands
- Meet and greet service
- Hotel and travel bookings
- Vehicle servicing pickup and delivery
- Buy and source gifts for staff rewards
- Gift wrapping service
- To mention a few...

Travel Management

Whether it is a weekend getaway or a trip overseas we can assist you in so many ways. We can...

- Source and research travel destinations
- Book your travel or accommodation or liaise with your travel agent if required
- Source out best possible pricing for your destination
- Source and advise of last minute deals and offers
- Suggest travel destinations

Lifestyle Management

If you have a list of outstanding tasks, errands or "to-do's" and not enough time to get them completed, give them to us! We Can.....

- Run errands
- Make bookings and reservations
- Remind you of coming events and birthdays
- Source quotes and product research
- Dry cleaning pickup and delivery
- Grocery shopping and home delivery and unpack
- Plan weekly menus
- Assist with personal shopping/styling
- Plan dinner parties
- Organise or write your occasion cards
- Source you a personal trainer/fitness program

Who EPC Are

- EPC is your Lifestyle Management and Personal Concierge Company
- EPC is a competent, registered and insured first-class service with a personal touch.
- EPC Provide superior professional & customised services in a timely manner.
- EPC respects, guarantees, and maintains complete confidentiality.
- EPC are conscientious and attentive to your every need & request.

EPC Relocation Services

Relocating overseas, interstate or around the corner, moving is time consuming and often stressful. EPC will be there to assist with all relocating details before, during and after the move.

We Can...

- Liaise with estate agents and property management on your behalf.
- Removalists Quotes (contact numbers, costing, how they operate)
- Professional Referrals for Interior Design Services.
- Research schools, private/public/catholic, local amenities, and health care professionals.
- Utilities? Electricity, gas, telephone, mobile telephone plan, transport & Foxtel, services set up and ready for your arrival.
- Change of address notifications & mail forwarding.
- Sourcing additional home services such as new house cleaner, pool maintenance, or gardener.

Virtual Assistant

If it can be carried out over the internet, via email, fax, telephone, or chat, EPC can handle it. Below you will find a list of some items that we can handle for you at the fraction of the cost.

Best of all.....we are located in Melbourne Australia.

- Data Entry
- Online Research
- Accounting
- Calendar Management
- Setting up Appointments (customers, doctors, salons, etc.)
- Purchases (flowers, books & gifts)
- Travel (booking flights/cars/taxis/limo, cancellations, reservations, lost luggage, etc.)
- Phone Calls (clients, vendors, etc.)
- Proof Reading Documents
- Email Correspondence

Stay in touch...


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Contact Us for a Free Consultation.