



Kelly Dixon



Business Support Executive

Helping people, projects and programmes run smoothly

About

Kelly is a Business Support Executive who plays a key role in keeping qpeople's programmes, projects and operations running smoothly. Working closely with clients, associates and colleagues, she coordinates the many moving parts behind successful programme delivery and helps ensure a seamless experience for everyone involved.

Known for her organisation, attention to detail and approachable nature, Kelly enjoys building strong relationships and creating effective ways of working that support both clients and the wider team.

To relax she enjoys getting outdoors, exploring new places, practicing yoga and spending time with family and friends.

Approach



Builds strong, trusted relationships with clients, associates and colleagues.



Creates clear, efficient processes that support successful programme delivery.



Brings organisation, attention to detail and a proactive mindset to every project.



Focuses on delivering a seamless experience for clients and participants.

Experience



Over 15 years experience across business administration, operations and executive support.



Vast experience of working across a range of digital platforms and business systems.



Built and managed her own successful virtual business support company.



Joined qpeople as a Business Support Executive bringing together her extensive administration, client support and business experience within a learning and development environment.

Qualifications and credentials

NVQ Level 2 Business & Administration

Project Management

CRM and other platform expertise

Client liaison specialist

"Kelly is enthusiastic and diligent in the work she does"

