

LEAN ENTERPRISE: Lean for Office & Administration

Don't let office work slow your company down!

Save Time, Improve Productivity & Gain Happy Customers

Align your Lean Continuous Improvement in the back shop with the front office today!

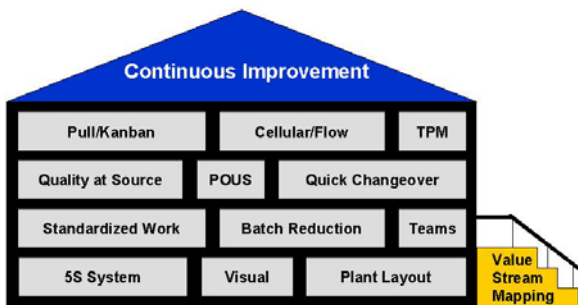
Office functions eat up more than 70% of the time before a product goes out the door! In today's intensely competitive marketplace, aligning efficiencies and responsiveness across the enterprise is imperative. **Lean for office and administration** applies successful Lean principles to office functions such as order entry, quoting, scheduling, and design & engineering. Many organizations – even non-manufacturers – are discovering that Lean applied to the office can offer even greater improvements to the bottom line and free up resources for growth.

- ◆ Increase operational effectiveness
- ◆ Provide better clarity to job roles & functions
- ◆ Increase process flow
- ◆ Shorten lead time between order in & order out
- ◆ Significantly reduce paper waste & space needs
- ◆ Improve productivity and profitability
- ◆ Enhance customer relationships

DEADLY WASTES = Profit Killers

- D** Defects
- O** Overproduction
- W** Waiting
- N** Non-utilized Talent
- T** Transportation
- I** Inventory
- M** Motion
- E** Excessive Processing

How We Help: Beginning with a day of training and live simulation using today's technology tools, you & your staff will learn the best way to see a process, identify wastes and how to apply the appropriate Lean tools to create a more effective organization. MMEC works with your business to help you understand the value stream in your administrative operations. Using this interactive approach, we focus on the unique application of Lean to an office environment where processes are not always visible. *Maximize the training value* with a select Kaizen event day in your plant to get you started...



Learn how to apply LEAN TOOLS to reduce costs, improve safety, cut training time and increase customer responsiveness.

What Clients Have to Say...

"...helped us reduce labor cost and supplies, but greater value is that we increased our sales and market penetration by redirecting staff time."

"...simplified and unveiled the mystery of others' jobs, creating a team environment as it is implemented."

"We reduced repetitive work and put more energy into professional staff development."

MMEC – Your Strategic Business Partner Ph. 406-994-3812

<http://www.mtmanufacturingcenter.com>

SERVICES FOR SMALL & MEDIUM-SIZE MANUFACTURERS

Innovators ♦ High Paying Job Creators ♦ Spurring Economic Growth