



LEAN OFFICE

Cut waste and increase
administrative productivity
with SCMEP's *Lean* office
management tools
and training.



In today's uncertain times, the front office must be as efficient and responsive as the factory floor. Administrative functions often consume a large part of the time that goes into manufacturing a product. Processes such as order entry, quoting, scheduling, design and engineering, purchasing and accounting must be streamlined and proficient. Lean Office applies the key Lean concepts of standard work, visual management, flow, and pull to information-intensive processes most often found in service and administrative environments.

Lean office allows your company to:

- Accomplish more with the people and equipment you have now
- Increase customer responsiveness
- Boost morale and improve communication
- Reduce lead times
- Improve on-time delivery
- Improve flow of information

Keep customers longer and become more profitable! Visit scmep.org or give us a call to learn more about how SCMEP's Lean Office can help grow your business.