



MAGNET

LEAN OFFICE SOLUTIONS

THRIVE AS A N.E. OHIO MANUFACTURER

MAGNET's operational experts can assist you in applying Lean Office principles to significantly streamline your office business processes. By applying Lean philosophy and techniques, we eliminate non-value-added waste and improve productivity.

Why implement 5S in your office?

A disorganized office is an ineffective office. The 5S process will organize your space and eliminate the clutter. Less time is spent on looking for essentials and more time expended on value added tasks.

How does Lean office eliminate waste in your office business process?

Transactional Mapping is an effective tool for eliminating waste in any business process. MAGNET will lead your team in creating current state maps that identify the non-value-added waste, and with your team, develop a subsequent future state map with highly more efficient and productive processes.

Why metrics in the office?

Apply metrics and KPI's to ensure productivity and sustainability.

Learn more by reviewing the three solution areas supported by MAGNET: **Strategy, Training / Implement,** and **Sustain**

BUILD A CUSTOMIZED SOLUTION PACKAGE

With our team of experts, we will help you identify and eliminate waste in your office systems leading to productivity gains and lead time reduction. We will work with you to formulate a lean office strategy which meets your needs.



Strategy



- Metrics / Goals
- Eliminate Office Waste
- Office Organization
- Office System Improvements
- Paperwork Flow
- Visual Office
- Standardization

Training / Implement

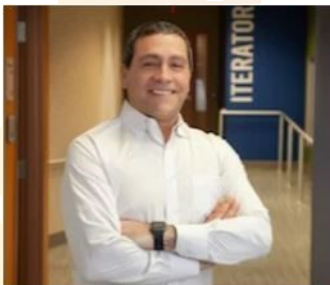


- Lean 101 for the office
- Organizing Desks
- Organizing File Cabinets
- Visual Office Boards
- Standardized Work Instructions
- Improve Office Processes:
 - Quoting
 - Payroll
 - Invoicing
 - Closing End of Month
 - On-boarding

Sustain



- 5S Auditing for the office
- Stand Up Meetings
- Project Management



WHY MAGNET?

MAGNET's mission is to help local manufacturers THRIVE! As a mission-driven consultancy and advisory organization, MAGNET'S experienced team of Growth Advisors and service partners have been working with local manufacturers for over 35 years, driving business growth, innovation, operational improvements and much more. Because we have no profit motive, we measure the effectiveness of our consulting services and work based on their ECONOMIC IMPACT. And we ask all of our clients to validate this impact after every engagement. This requires us to focus on generating meaningful and measurable results – holding ourselves to a high standard of performance and accountability.

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