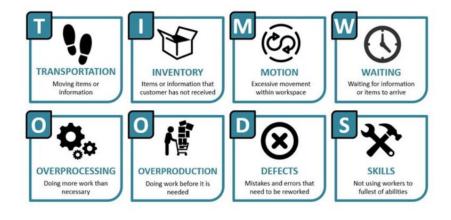# Lean in Admin & Ops

Lean is a business methodology from Japan. It is based on continuous improvement towards waste reduction, value creation and making work better for employees while keeping productivity up. I bring lean into all I do and have qualifications in it.

Some Key Lean Tools I bring to my work are:

Identifying Key Wastes that Frustrate Employees and Business Owners
Common manufacturing wastes are below (different wastes apply in trade businesses).

Bookkeeping | Payroll | Operations | Lean Tools
"THE ADMIN STRATEGIST"

Lean Case Studies

LEADING ADMIN PROCESS OPTIMISATION - for a Dental Equip Repairer

OPERATIONS OPTIMIISATION AND XERO OPTIMISATION

Job systems and optimization of job work software – Workflow Max. Halve wastes of poor planning and defects through implementation of standard operating procedures. Xero tidy-up and reduction of bookkeeping from 12 to 4 hrs per week.

SETUP BOOKKEEPING SYSTMES - for a Luxury Car Mechanic

BOOKKEEPING | SMALL BUSINESS SYSTEMS

Xero and job management using Xero and Mechanic Desk (job app). Educate the owner in bookkeeping and accounts management. Prepare end of month reporting template and checks for the accountant. Bookkeeping cost at time reduced by 50% with clear systems. Train junior replacement, when systems complete.

APPLIED BALANCED SCORECARD – for a Hospitality Business

WHAT'S APP REPORTING | DELEGATION & ACCOUNTABILITY PRACTICES

Move pressure off the owner with delegation processes including a simple clipboard report, Whats App videos and standardized cleaning and food prep protocols. Work with the owner on the mindset for staff and owner's accountability. Shift to improvement thinking and breaking down problems into bite size chunks for action.

LEAN XERO TRAINING - for a Concrete Cutter

BOOKKEEPING | STRATEGY | TRAINING

Consult on admin. Create roadmap. See a space for an onsite admin junior. Train them virtually and by email in as required capacity while I oversaw the bookkeeping for the entire time until handover was suitable. The owner was free to run the business and operations as the admin was under control.