Abstract

The objective of this study is 1) to make the documents searching to become easy with speed 2) to reduce the time and procedure of the document keeping 3) for the document keeping can be done in good order and in tidiness. The problem is that the working in the Marketing Department contains great number of documents that have not yet been formed into groups and classified, thus it takes a long time to keep those document in place. The Kaizen principle is applied for use by way of ECRS for the document improvement and to reduce the unnecessary working for more convenient, for examples, writing the words “White paper and small sheet” in post it paper to use in place of the stock copy and requisition form. The post it show that document are not filing. Writing the words “Documents waiting to be filed” attached to the document case for tidiness; printing the list of each company to be attached to the right edge of the filed documents, etc. Such working has caused the convenience and speed for searching information and the documents can be kept in good order and systematically as well as the new method development for more effective working.

Key words: Document management technique/Kaizen/Mill Consteel Co., Ltd..