

**Position:** Print and Mail Production Manager

**Company Description**

Rescigno’s Fundraising Professionals partners with non-profit organizations to provide fundraising consulting, data analytics, printing, and mailing to help organizations further their missions by helping others. Rescigno’s is growing rapidly and looking for talented, energetic people who fit in our culture to join our company. If you enjoy working in an encouraging team environment and have the desire to grow with a company that does good things for this world by focusing on our clients and their missions, we have a wonderful opportunity for you. We are looking for someone who is motivated, detailed-oriented and has excellent organizational and communication skills to join our team.

**Job Description**

We are looking for a Print and Mail Production Manager to support the communication programs that we create for our clients. You will be a member of an energetic, motivated team where you will assist in the day-to-day direct mail programs of our clients. We look for team members who work well in a deadline-driven, project-oriented environment. Your success will come from keeping the production floor organized and running smoothly as well as meeting deadlines so that our clients can receive the highest quality service. Knowledge of direct mail, print, and/or USPS/Postal processing logistics are required.

**Responsibilities:**

* Manage and evaluate resources to ensure high productivity and minimal downtime
* Manage a team of 3 – 5 employees
* Strive to reduce expenses
* Provide motivation, support and guidance to employees
* Create and maintain schedules to ensure efficient staffing levels
* Communicate any problems or obstacles to management
* Supervise and evaluate performance of production staff
* Oversee maintenance of facility and equipment
* Enforce health and safety precautions
* Order and monitor all consumables and inventory necessary for optimal productivity
* Coordinate with other departments to ensure a smooth workflow

**Skills and Qualifications**

* 3 plus years of experience in a commercial Print and Mail environment
* You will be expected to perform the following duties as needed
	+ Digital Printing
	+ Cutting/Folding
	+ Ink Jet Addressing
	+ Inserting
* Ability to perform occasional heavy lifting
* Strong attention to detail with superior organizational skills
* Strong people skills with the ability to work in a team environment and foster positive and collaborative work habits
* Excellent verbal and written communication skills
* Previous successful experience in Print and Mail shop
* Computer skills, including Word, Excel, and Outlook

Please submit your resume to Sue@rescignos.com