

## Print & Mail Production Operator

Renner Ministries – Tulsa, OK

### Position Summary

Renner Ministries is seeking a dependable and detail-oriented Print & Mail Production Operator to support our in-house print shop and partner communications. This position operates high-volume digital presses and automated mailing equipment to produce ministry materials and ensure timely delivery to our partners and viewers.

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## Responsibilities

- Operate and maintain:
  - **Ricoh Pro 8410** (monochrome production press)
  - **Ricoh Pro C5310S** (color digital press)
  - **Quotient DS-700iQ** inserting system
- Produce high-quality printed materials including letters, booklets, and ministry resources.
- Set up and process large-volume mailings (folding, inserting, sealing, and sorting).
- Prepare bulk mail using **BCC Bulk Mailer** and ensure compliance with **USPS nonprofit mailing requirements**.
- Verify job accuracy, print quality, and mailing specifications.
- Maintain inventory of paper, envelopes, and supplies.
- Keep equipment and work areas clean, organized, and operational.
- Coordinate job priorities to meet ministry deadlines.

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## Qualifications

- Experience with high-volume digital printing or mail production preferred.
- Familiarity with **bulk mailing, USPS regulations, or BCC Bulk Mailer** is a plus.
- Strong attention to detail and ability to manage multiple projects.
- Basic computer and mechanical skills.
- Ability to lift up to 40–50 lbs.

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## About Renner Ministries

Renner Ministries is an international Christian ministry dedicated to teaching the Bible and strengthening believers around the world. This role supports the mission by helping deliver timely and accurate communications to our partners.