Tobermore



Together, we are a team

Production Administrator

Welcome

Welcome to Tobermore. At Tobermore your personal and professional development is at the Heart of everything we do. This role will provide you with exciting challenges and opportunities within a Production office setting. You will provide excellent business support to the Production Support Group team, ensuring smooth running of production administration of stock, sales and orders.

Throughout this time you will receive on the job training. You can expect to get real life, hands on experience and learn as you go. You will be supported and mentored through work participation and receive an individual training and Induction programme.

80 years
& counting

Background

In 1942, a mother's wartime sacrifice sparked the beginning of something remarkable. With £500 saved while her son was away at war, she helped him start a small sand and gravel business in the village of Tobermore. Eighty years on, that act of faith has grown into one of Northern Ireland's most respected companies – still family-owned, still grounded in community, and still driven by a clear purpose: to transform lives and landscapes.

Today, Tobermore supplies high-quality paving and walling products to both commercial and domestic markets across the UK and Ireland. Our commitment to innovation, sustainability, and quality has made us a trusted partner on landmark projects, while our people-focused culture continues to attract and retain exceptional talent.

With a proud heritage and a progressive outlook, we're building more than hard landscaping - we're building a lasting legacy.



Trusted by customers

At Tobermore, relationships come first. We listen, we care, and we go above and beyond to deliver solutions that exceed expectations. Whether supporting a housebuilder with complex drainage requirements or helping a homeowner bring a vision to life, we aim to make every customer feel confident, supported, and inspired.

A better way to work

We've streamlined our systems so customers get what they need — fast. From responsive technical support to user-friendly digital tools, everything we do is designed to remove friction and keep projects moving. We're agile, efficient, and always looking for ways to improve the customer experience.

Designed to perform, built to last

Every Tobermore product is made with care, using advanced manufacturing techniques, premium materials, and strict quality control. We invest where it matters – so our customers can count on long-lasting performance and visual appeal. We're proud to be ISO14001 and ISO9001 certified, with industry awards that reflect our commitment to excellence.

People with purpose

Our people are the heartbeat of Tobermore. Many have been with us for years — and some, decades. We invest in their growth, celebrate their achievements, and create a culture where everyone feels valued. This is a place where careers thrive, ideas are heard, and a shared sense of purpose drives everything forward.

Production Administrator

Job Title
Production Administrator

Reports To:
Production Planning Manager

Division
Production

Location
Tobermore

Job Summary
This is a key role within Production assisting the smooth running of production support group by providing administration support to the Production Planning manager and wider Production team.

1. Safety & Environmental

1. Ensure all safety and environmental policies and procedures are followed as per instruction and training.
2. Always follow departmental isolation and lockout, safe systems of work and hazard training applicable for your designated factory and as per instruction and training.
3. Wear the correct PPE or RPE based on your instruction and training for your designated factory and role. Report any defects with any PPE/RPE to line management.
4. Provide assistance and support to the Safety Team in maintaining a high standard of safety within your department.
5. Report any Health and Safety concerns raised by you or your team to your manager or Safety team immediately.
6. Report all faults with safety equipment or tools being used immediately to your manager or Safety team immediately.
7. Report any accidents, incidents or near misses in your department immediately to your manager or Safety team immediately.
8. Treat with care, attention and respect all items of Company property, e.g. protective clothing and equipment, machinery, tools and materials.
9. Observe safety requirements when driving company vehicles / operating machinery. (NB. Only trained and licensed operators may operate company vehicles)
10. Maintain safe working conditions and promptly bring to the attention of immediate Manager any work-related problems or hazard requiring attention.
11. Always follow manual handling training as per instruction and training.

2. Production Administration

1. Daily collection of Production Sheets from all production plants at the end of each shift
2. Calculating meterage information and compiling data onto excel
3. Entering stock onto system and identifying stock problems prior to data entry
4. Recording machine cycles
5. Administration of bonus system
6. Providing information for performance against monthly targets per manager
7. Provide Information for weekly communication
8. Recording and reporting on waste figures per plant, identifying differences
9. Carry out Stock Counts and daily stock checks
10. Communication with other departments regarding production enquires.
11. Administration of Compliance Waste Sheet
12. Assist with monthly raw material count.
13. General Office Duties
14. Carry out any other tasks as required and deemed within your competence by your manager

3. Information & Communication

1. Provide information to the business as per instruction and training. This will include feedback on –
    1. Health & Safety
    2. Product quotas
    3. Quality
    4. Wastage
5. Maintenance
6. Problems & Solutions feedback
2. Use the company tablet (or equivalent technology) as per instruction and training.
3. Actively promote continuous improvement within the workplace.
4. Actively promote the HEART values within the workplace.

Due to the nature of the role – it is physically demanding therefore it is important to be aware that the role entails the following elements:

- Driving duties around Tobermore Yard.
- Office / Desk based role throughout the shift.
- Standing / walking throughout the shift.
- Safely climb ladders and work at heights.
- Requirement to wear PPE during your shift.

Working Hours: 40 hours: Monday to Friday 7am to 4pm. Saturdays may be required very occasionally.

This job description is not exhaustive and serves only to highlight the main requirement of the post holder. The job description will be reviewed regularly and may be subject to change.



Person Specification

Requirements

	Essential	Desirable
Qualifications	▪ 5 GCSEs including English & Maths A – C.	▪ A Levels ▪ Degree in a related discipline
Experience	▪ Interest in working within a Production Office Environment / Manufacturing industry ▪ Ability to demonstrate string admin experience through School, Personal or Work Experience.	
Knowledge, Skills and Competencies	▪ Strong ability in Mathematics ▪ Highly efficient in the use of excel and ability to demonstrate particular use ▪ Competent IT user ▪ Competent at paperwork / administration ▪ Excellent organisation and attention to detail skills ▪ Self-motivated ▪ Ability to work as part of a team and independently ▪ Great communication and interpersonal skills ▪ Positive outlook	
Physical Circumstances		▪ Full and clean driving license

Training Provided

During your role you can expect to get real life, hands on experience and learn as you go. You will be supported and mentored through job shadowing and work participation. When you start with us Day 1 will involve your initial Health and Safety and HR Induction training. You will also receive a full 6 week Induction and Onboarding plan.

Training will include (and not limited to):

- Product knowledge
- Health and Safety administration
- Training on Inhouse OBBI and other Health and Safety administration systems
- Training on the Navision system to include purchasing and invoicing as well as stock and order enquiries.
- IT training on our in-house systems
- Training on Communication channels in relation to the production yard

Ongoing Support

You will have ongoing coaching and support from your line manager and team colleagues.

Your Manager will check in at the end of each week to discuss your ongoing development and feedback.



Benefits of working for Tobermore

Competitive Salaries
The salary for this role is negotiable depending on experience.

Bonus
A bonus scheme is included in the remuneration package for this post.

Cyclescheme
Cyclescheme is an employee benefit that saves you 25-39% on a bike and accessories.

BHN Techscheme
Save up to 12% on over 5,000 tech items & appliances and spread the cost interest free!

Private Health Care
Our employees can now benefit from a private healthcare scheme provided by Vitality

Pension
You will be eligible to join the organisation's contributory pension scheme

Annual leave
Your annual leave entitlement will be 30 days. Annual leave entitlement increases with service.

Holiday Purchase Scheme
We have a holiday purchase scheme available for all employees.

Career Progression Path

Company Branded Clothing

Being part of an Award Winning Company – 'One to Watch' for Successful Workplace Engagement, won the European Foundation for Quality Management (EFQM) Business Excellence Award.

Listed as Top 100 Company NI
Belfast Telegraph.

Opportunity for Flexible Work Life Balance

Corporate Social Responsibilities Employer

Connected Employee Well-being App
BHSF Connect Well-being Employee App – 24/7 Employee Support

Payroll Giving Employer.

Long term career prospects
Growing and financially stable family business.

First class working environment
Newly refurbished & enhanced headquarters building.

Complimentary Employee Events.

Length of Service Awards

Very strong emphasis on training
(internal & external), mentoring & development.

Online Learning System

Excellent workplace culture & team approach

Company contribution to Employee Eye care costs

Fresh Tea, Coffee
Fruit & Selection of bread when at HQ



Hear From The Team



I have worked in my current role as Production Planning Manager for the past 21 years. In all this time, I can honestly say that no two days have ever been the same. Each day presents new challenges and are filled with many learning opportunities. I have enjoyed working in a fantastic work environment as part of an excellent Tobermore team.

David Caskey
Production Planning Manager

I have worked in Tobermore for 8 years now and enjoyed every bit of it. Tobermore is a company that supports and encourages growth not only in a professional sense but also personally. Tobermore also has a great work environment and comradery within and between teams, which also goes along with the sense of teamwork within the business. It is also a business that promotes progression within.

Steven Kissick
Production Administrator





Tobermore is an excellent company to work for, staff are made to feel valued. Loyalty and hard work are recognised and rewarded. You are encouraged to develop your skills and management are very approachable. I like my current role as there is a good mix of office and yard work, with a wide variety of tasks that keeps me from getting bored!

Nick Oost Livense
Production Administrator

I've been with Tobermore since September 2021, and in that time the company has enabled me to develop useful skills and take on a valuable role within the business. Staff are all very friendly and there's a real team spirit, not only within the office but across the company as we're all well looked after. Each day brings new challenges but with them comes a real sense of job satisfaction. I can honestly say I look forward to starting work each day knowing that progression and advancement are encouraged.

Paul Callan
Production Administrator





I started with Tobermore in November 2022 and I am still thoroughly enjoying it. From the first day I was welcomed in by every member of staff both in the office and in the production yard offering advice and support on both a personal and work level which has helped me develop a wide skillset that can be used within Tobermore and in everyday life. Tobermore promotes a very high standard of quality across the company and rewards employees accordingly.

Matthew Gibson
Production Administrator

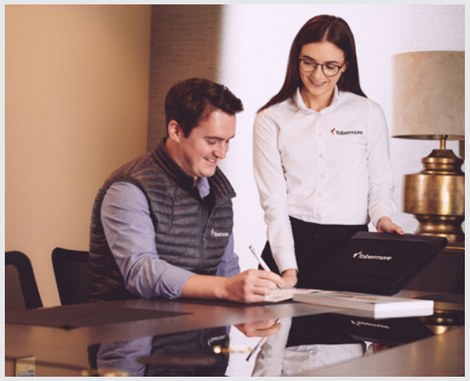


Heart

Happy, Excellence, Attitude, Reliable, Team

HAPPY

- Positive Mindset
- Friendly & Approachable
- Enthusiastic
- Caring & Listening
- Welcoming
- Fun
- Work-life Balance



EXCELLENCE

- Determined
- Personal Development
- Continuous Improvement
- Detail-orientated
- Organised & Disciplined
- Progressive
- Process-orientated



ATTITUDE

- Adaptable
- Honest
- Helpful
- Hard Working
- Humble
- Motivated
- Respect
- Solution-focused
- Can-do/Positive Mindset
- Resilient

RELIABLE

- Trustworthy
- Committed
- Professional
- Integrity
- 100% Responsibility
- Punctual



TEAM

- Togetherness
- Coaching
- Inclusive
- Collaborative
- Engaging
- SLAs
- Open & Honest Communication



Well-Known Schemes

See more online at: www.tobermore.co.uk/projects



British Airways i360, Brighton



Sir Chris Hoy Velodrome, Glasgow



Olympic Way, Wembley Arena, London



Bet365 HQ, Stoke-on-Trent, Staffordshire



Heathrow Terminal 2, London



University of Hertfordshire, Hertfordshire

The Team













For Further Information

Please contact Alison Smyth or Leah Johnston for further information



Alison Smyth
HR Officer
T: 028 796 42411
E: a.smyth@tobermore.co.uk



Leah Johnston
HR Co-Ordinator
T: 028 795 47269
E: l.johnston@tobermore.co.uk

Tobermore Social
In the meantime, you can follow all things Tobermore on our social channels. Expect to see some latest well-known projects, amazing awards we continue to achieve and of course what our staff have been getting up to!

linkedin.com/company/1799423

pinterest.co.uk/tobermore

facebook.com/tobermore.concrete/

instagram.com/tobermoreofficial

twitter.com/tobermore

youtube.com/c/TobermoreConcreteProducts

Tobermore

Tobermore
2 Lisnamuck Road, Tobermore
County L'derry, BT45 5QF

T: 028 7964 2411

www.**tobermore.**co.uk