



## PERMANENT FULL TIME POSITION

*Posted on August 19, 2026*

**Job Expires:** 2027-02-15

**Hours Per Week:** 35

Job Title: Office Manager

Location: Abbotsford, BC

Employment Type: Full-time, Permanent

Salary: \$65,000 – \$68,000 per year (based on experience)

Hours: 35 hours per week

Start Date: As soon as possible

### About the Company

Active Security provides professional security services across commercial and residential sectors in British Columbia. The company is focused on delivering reliable, compliant, and efficient security solutions while maintaining strong operational standards and client satisfaction.

### Position Overview

Active Security is seeking a qualified and experienced Office Manager to oversee and coordinate administrative operations. This role requires a candidate with strong organizational, supervisory, and operational management skills to ensure efficient day-to-day business functions.

### Key Responsibilities

- Oversee and coordinate all office administrative operations and procedures
- Implement and improve administrative systems, processes, and internal controls
- Monitor and evaluate office performance, workflows, and operational efficiency
- Manage payroll processes, staff records, and administrative documentation
- Plan, monitor, and control budgets and office expenditures
- Develop and enforce company policies and procedures
- Coordinate communication between departments, staff, and management
- Maintain accurate records and ensure compliance with internal and regulatory requirements





Support management with reporting, planning, and operational decision-making  
Supervise administrative staff and ensure tasks are completed effectively and on time

#### Requirements

College diploma or higher in Business Administration or a related field  
3 to 5 years of relevant experience in office administration or office management  
Strong knowledge of administrative procedures, payroll, and budgeting  
Excellent organizational, leadership, and communication skills  
Ability to manage multiple priorities and work independently  
Proficiency in Microsoft Office and office management systems

#### Work Conditions

On-site position (no remote work option)  
Fast-paced office environment requiring attention to detail and problem-solving

#### Who Can Apply

You may apply if you are:

A Canadian citizen  
A permanent resident of Canada

#### How to Apply

Please submit your resume by email at  
[careeractiveabby@gmail.com](mailto:careeractiveabby@gmail.com)  
and  
[arshmonga90@gmail.com](mailto:arshmonga90@gmail.com)  
or through the platform where this advertisement is posted. Only shortlisted candidates will be contacted.

