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PERMANENT FULL TIME JOB OPPORTUNITY

Posted on April 10, 2026

Job Expires: 2026-10-07

Hours Per Week: 32

Job Title: Event Coordinator

Location: 2497 Clearbrook Road, Abbotsford, BC V2T 2Y3 (and various locations)

Employment Type: Full-time, Permanent

Salary: \$61,000 annually

Hours: 32 hours per week

Start Date: As soon as possible

About the Company

Active Security is a professional security services provider operating across British Columbia. The company delivers reliable, compliant, and efficient security solutions for commercial, residential, and institutional clients while maintaining high operational standards and strong client satisfaction.

Position Overview

We are seeking an experienced Event Coordinator to support the planning and coordination of security-related events and operational activities. The ideal candidate will have strong organizational, leadership, and event management skills to ensure smooth execution of events and related services across multiple locations.

Key Responsibilities

The Event Coordinator will be responsible for planning and coordinating security-related events and client activities. Duties include developing risk and emergency security plans, supporting marketing and communication activities, and recruiting, hiring, and supervising staff and/or volunteers as required. The role involves coordinating conferences, meetings, trade shows, and special events, including VIP arrangements, guest programs, accommodation, and transportation logistics. The employee will also develop event schedules, goals, and procedures, coordinate media services, and ensure smooth execution of all event-related operations while maintaining compliance with company policies and client requirements.

Requirements

College or CEGEP diploma/certificate in Event Management, Hospitality, Tourism, Business, or related field
Minimum 5+ years of experience in event coordination or related roles

Certificates, licences, memberships, and courses



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Special events co-ordinator/manager certification

Strong organizational and multitasking skills

Excellent communication and client service abilities

Ability to work under pressure and meet tight deadlines

Valid driver's licence and willingness to travel as required

Supervision

Supervision of more than 20 staff and contractors

Work Conditions

Fast-paced environment

Tight deadlines and high attention to detail

Travel to various locations required

Use of cellular phone and standard office tools

How to Apply

Please send your resume to:

careeractiveabby@gmail.com or

arshmonga90@gmail.com

Or apply through the platform where this job is posted.

Only shortlisted candidates will be contacted.

