



PERMANENT FULL TIME JOB OPPORTUNITY

Posted on April 10, 2026

Hours Per Week: 32

Job Expires: 2026-10-07

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
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.