



PERMANENT FULL TIME POSITION

Posted on February 20, 2026

Hours Per Week: 35

Work Location: Abbotsford, BC

Job Expires: 2026-08-19

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 and arshmonga90@gmail.com or through the platform where this advertisement is posted. Only shortlisted candidates will be contacted.