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# Example of BIM Coordinator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of BIM coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for BIM coordinator

* Maintain minutes and support meeting organisation for the BIM activities
* Provide support to bids and projects by maintaining up to date BIM process documentation
* Be a graduate (or qualified by experience) with an understanding of BIM within a business
* Assist project teams with review/approval of subcontractor adherence to BIM Implementation Plan (BIP), including model submittal schedule and updates updating of the models to reflect as-built conditions for submittal of the record set/project close-out
* Implement BIM technologies on construction projects varying in size and scope
* Attend industry groups/events
* Work with the VDC Coordinators to maximize usefulness of the design intent model for use with survey layout, machine control and work planning use cases
* Manage software products including but not limited to incorporating new version releases for project
* Formulate with the Global Design Centre in India a strategy for integrating its deliverables with other team member deliverables
* Manage the project model/s implementation

## Qualifications for BIM coordinator

* Knowledge of basic construction processes and procedures
* Coordination of MEP Services with Architectural and structural drawings
* Preparation of schedule quantities and material tack offs
* Responsible for designing & drafting of mechanical services and closely monitoring the completion of all activities as per engineering schedule within specific time
* Preparation of CAD Shop drawing
* PUMP Room layouts for all Mechanical Services