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# Example of BIM Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of BIM coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for BIM coordinator

* Researches Interoperability Management between BIM and design / engineering tools
* Liaisons with Federal BIM projects and other Business Units’ BIM Directors
* Compiles BIM Best Practices
* Surveils project needs of integrating BIM and Information Technology
* Ensures template project BIM execution plans adequately address project needs
* Understands BIM Industry Coordination / Collaboration practices
* Understands the BIM facility lifecycle
* Manage or support the coordination process to ensure projects are completed on schedule and within allotted budget
* Organize and lead or support trade coordination meetings with project team, design team and subcontractors
* Analyze models provided by Architects, Engineers, subcontractors and consultants to identify coordination and constructability issues

## Qualifications for BIM coordinator

* The BIM Coordinator must possess proven problem solving skills, critical thinking skills and the ability to effectively read, write and give oral presentation(s)
* The BIM Coordinator must be able to work at heights, off of a ladder and in confined spaces
* 5-10 year's production experience in design, drafting or documentation
* Ability to take on additional responsibilities as needed determine and manage priorities with minimal guidance
* Must have basic PC experience in Windows environments, working knowledge of all applications and processes used in BIM such as word processing, Spreadsheet, e-mail, Web-enabled applications, and database software
* Must be a self-starter and possess the drive to pursue continued education on BIM