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# Example of Inspection Coordinator Job Description

Our growing company is looking to fill the role of inspection coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for inspection coordinator

* Track the progress and quality of work being performed on project
* Prepare project organization
* Scheduling inspectors for Projects
* Internal Coordination for Inspection and CAD per project
* Assist in QA/QC of documentation, data entry, Inspection Reports and CAD
* Keep the project manager and others informed about project status and issues that may impact client relations
* Compiling the final deliverables
* Maintain the primary Inspection Data Management System (IDMS)
* Entry of data specific to systems, circuits, equipment, piping, relief devices data validation on existing data through software interface and import/export functions
* Run canned reports against database.(IDMS)

## Qualifications for inspection coordinator

* At least 5 years of experience of working with Process equipment and inspection data entry, maintenance of information in an IDMS and a HS Diploma
* At least 2 years of experience supporting Project Managers in the delivery of development projects
* Organized individual with ability to multi-task
* Experience with Meridium or another IDMS a plus
* Experience with AutoCAD or MicroStation a plus
* Experience in Oil and Gas or Chemical Industry a plus