



# Example of BIM Coordinator Job Description

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Our company is hiring for a 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 a high level of competency of all BIM software tools used in the organisation
- Audit and review models in Autodesk Revit
- Manage the 3D models, review model quality and technical content including clash detection and compliance with the BIM Execution Plan
- Provide inputs by pricing up BIM tasks for bids and projects as required
- Undertake 4D BIM Project timeline modelling
- Provide technical orientation to new hires regarding BIM process and workflows
- Be an experienced 3D modeller, preferably using Autodesk products with a demonstrable track record of delivering a high quality product to tight deadlines
- Have good communication skills, coupled with an ability to form effective relationships with partners under time pressure
- Be proficient in IT, numeracy and have good written communication skills
- Prototype model and sheet set creation and maintenance change implementation

## Qualifications for BIM coordinator

- Expert knowledge in Autodesk Revit Architecture
- Solid understanding of the following CAD applications and practices,

- Strong communicator and highly approachable with commitment to providing support to Revit project team
- The BIM Coordinator must be self-motivated, positive in approach, professional and help create, develop and implement project process improvement(s)
- The BIM Coordinator must promote the Company culture and mission to all employees, vendors, clients and business partners
- The BIM Coordinator must be able to act as the Company liaison for interface with customer representative(s)