HPI architecture

GRAPHIC DESIGN COORDINATOR

Founded in 1975, HPI is an award winning architectural firm located in Newport Beach and San Diego. We have provided over 40 years of continuous service focusing on public and private clients in the Education and Senior Living sectors.

HPI prides itself in creating tailored solutions that are reflective of our clients' visions and objectives. Our planning, architecture, and interior design services result in spaces and places that respond to the desired end user experience, building functionality, and financial sustainability.

As a relationship-centered firm, we place great importance on fostering and maintaining meaningful connections both internally and externally. Our culture encourages a supportive, teamwork environment to arrive at design excellence through open and shared creative processes.

Our many repeat clients and dedicated professionals are testament to our continued success, supportive relationships, and sustainable growth. Our process encourages clients and the design team to work together to find tailored solutions that fit the needs of our clients. We listen, communicate, and create. This interactive design process is the foundation of our philosophy and approach resulting in design excellence by our clients' definition.

YOUR ROLE

As a Graphic Designer Coordinator, located at HPI's Newport Beach location, you will apply your creativity in providing marketing and graphic design services. This position will work within our Business Development and Marketing Team and collaborate with our Design Studio.

WHAT YOU WILL DO

- Provide graphic design services for marketing and pursuit materials such as proposals, digital media, and presentations
- Update / maintain company website
- Update, maintain, and create firm marketing and conference materials
- Assist in preparation of proposal responses as needed
- Maintain consistent application of Firm branding materials

YOUR QUALIFICATIONS

- Bachelor's degree in graphic design or architecture preferred
- Expertise in Adobe Creative Suite (Illustrator, InDesign, Photoshop), MS Office, and Word Press
- Excellent communication skills (Graphic, written, verbal)
- Ability to multi-task
- Experience with web design
- Proven ability to establish and meet deadlines while providing high quality results

HPI CULTURE

At HPI, we are committed to creating long-term career opportunities in a stimulating environment that encourages teamwork, leadership, and mentorship.

Since our inception in 1975, HPI has been committed to cultivating a social and professional culture in which all employees are empowered to learn, interact, grow, and enjoy. We provide a positive, challenging work environment that fosters both professional and personal growth for all levels of employees.

We are committed to delivering the highest level of client service while encouraging our team members to lead a healthy and balanced life. Our comprehensive benefits include health, dental, life and other insurance. We also offer a 401(k) plan, paid holidays, paid time off, a pay commensurate with your experience, and bonus opportunities.

Please send your resume, including references, with subject line "Graphic Design Coordinator" to resumes@hpiarchitecture.com.

We will review and respond if we think you may be a fit.

Thank you!