Kai Enterprises is looking to find a highly motivated High School Senior for a part time Intern/Office Assistant at their Home Office in Marana. They are a diverse company with multiple businesses concentrated in real estate located on the Northwest side of Tucson.

This is a part-time position responsible for performing a broad scope of clerical and operational support duties. Click HERE for the full job description for more details. The hours would be in the afternoons Monday-Friday but are flexible with the students' schedule. The pay will be hourly 14.35 per hour. To apply, email a Resume and Transcript to assetmanagement@kaienterprises.com. If you have any questions, contact the asset management email address.