



Job Description | *Legal Trainee*

We are seeking a dedicated Legal Trainee to join our growing team.

1. ABOUT ELTEMATE

We are ELTEMATE – A Hogan Lovells Legal Tech Brand. Our goal is to make clients' lives easier by delivering practical solutions to everyday problems. We combine a deep understanding of our clients' legal needs with the speed and innovation of a technology start-up. Our portfolio covers a large spectrum of legal tech solutions including artificial intelligence, eDiscovery, information analysis, regulatory updates, databases, deal rooms, workflow management, case management, document automation, risk assessment, reporting, and apps.

2. ROLE DESCRIPTION

A Legal Trainee at ELTEMATE is responsible for reviewing and classifying legal documents, checking the output of AI classification tools, and ensuring the accuracy and quality of document categorization. This role involves collaborating with various teams to improve and refine AI models, providing feedback to enhance the technology, and ensuring the accuracy of the output of AI-driven tools.

3. DUTIES AND RESPONSIBILITIES

- Conduct detailed reviews of legal documents to ensure correct classification and categorization.
- Verify the accuracy of AI-generated document classifications and provide feedback for improvement.
- Participate in regular meetings to discuss improvements, strategies, and feedback with the legal team.

4. REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE

- Demonstrable experience in reviewing and classifying legal documents.
- Strong analytical skills with an eye for detail and accuracy.
- Ability to work independently and take a proactive approach to problem-solving.
- Legal research skills and familiarity with legal terminology and processes.
- Ability to manage deadlines and operate in a fast-paced environment.
- Fluent English.

5. OTHER DETAILS

- Working Student or Full-time employee

- Located preferably in Amsterdam (other locations including London, Munich, Hamburg and Berlin are potentially possible)
- Compensation is EUR 20 gross per hour.

6. DISCLAIMER

ELTEMATE is an equal employment opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, national origin, age, sex, disability, veteran status, marital status, sexual orientation, gender identity or any other characteristic protected by law.

If you are interested, please get in touch with us at HR@eltemate.com. We look forward to meeting you.