Job Description | *Trainee Legal Engineer (AI & Data Annotation)*

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

1. ABOUT ELTEMATE

We are ELTEMATE – A Hogan Lovells Legal Tech Company. 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

The Trainee Legal Engineer will take ownership of our AI & Data Annotation. You will support the development lifecycle of AI models by contributing to:

- Legal document annotation using Label Studio (e.g. entity recognition, clause classification, intent labelling).

- Designing and implementing structured annotation schemas tailored to legal domains.

- Curating high-quality training datasets from real-world case law, contracts, and regulatory filings.

- Conducting basic benchmarking exercises by comparing model outputs against human-labelled gold standards to assess accuracy and bias.

- Collaborating with engineers to provide feedback loops on identifying errors in AI predictions and refining annotation guidelines accordingly.

3. DUTIES AND RESPONSIBILITIES

- Assist Software Engineers and Senior Legal Engineers with annotating legal documents (e.g., contracts, statutes, court rulings) in Label Studio, applying precise labels for clauses, entities, jurisdictions, obligations, risks, and other relevant elements.

- Develop clear, consistent annotation guidelines based on real-world legal practices and jurisdiction-specific rules.

- Participate in dataset validation processes, reviewing annotations against expert legal input to ensure accuracy and compliance.

- Support benchmarking efforts by comparing AI-generated outputs (e.g., clause extraction) with manually labelled datasets, and report key metrics such as precision, recall, and F1-score.

- Help to identify data gaps or biases within training sets that could affect model fairness or performance in real-world applications.

- Document annotation workflows, challenges encountered, and best practices for future use by the team.

- Attend cross-functional meetings among legal experts, AI developers, and product managers to align on dataset needs.

4.   REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE

- Law degree (e.g., LL.B., 1st Legal State Exam) preferably supported by experience in a legal role (e.g., Legal Trainee, Paralegal, Working Student, Rechtsreferendar, In-House Counsel).

- Strong understanding of basic legal concepts, such as contracts, obligations, jurisdictional differences, and regulatory frameworks.

- Familiarity or interest in AI/ML applications for law, especially document processing, NLP, and automated analysis.

- Basic experience with data annotation tools (e.g., Label Studio) is a plus; a willingness to learn quickly is essential.

- Ability to perform well in high pressure environments.

- Ability to manage conflicting deadlines and operate in a fast-paced environment.

- Proactive, independent, and detail-oriented approach.

- Fluent English; solid German language skills preferred.

5.   OTHER PREFERRED SKILLS

- Experience in legal research or contract review, especially involving clauses such as confidentiality, termination and liability.

- Exposure to machine learning concepts, such as classification, entity recognition, and model evaluation (e.g., confusion matrices).

- Basic understanding of data privacy principles (GDPR) and responsible AI practices.

- Proficiency with spreadsheets (Excel/Google Sheets), version control tools (Git/GitHub), or cloud platforms (GCP/AWS- preferred but not required) is considered a plus.

- Strong attention to detail, an analytical mindset, and the ability to follow complex instructions.

- Ability to work independently with a strong sense of task ownership.

6.   OTHER DETAILS

- Deadline for applications is Friday, 20 March 2026, 18:00 CET.

- ELTEMATE supports a hybrid working model, with its offices located in Amsterdam, Berlin, Frankfurt, Hamburg, Munich or London.

- Full-time or part-time employee.

- Compensation depending on qualifications and experience.

This role is ideal for a recent graduate or early-career legal professional with an interest in technology, data-driven decision-making, and the future of law. You will develop both technical skills (using tools like Label Studio) and professional expertise by working at the intersection of law, ethics, and AI.

7.   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.